



WAND - Audit Form  
Scotland  
User Manual

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# ***INTRODUCTION***

The manual provides an overview of policy and the procedures to be followed whilst carrying out 'Fire Safety Audits' and 'Enforcement' under Part 3 of the Fire (Scotland) Act 2005 as amended (FSA). It is endorsed by CFOA(S).

The 'Fire Safety Audit and Data Gathering' form (audit form) is used as a contemporaneous record of this process.

The 'Fire Safety Audit and Data Gathering' form is at the heart of this process and will be used for all 'Audit', 'Enforcement' and 'Inspection Visits'. It enables personnel to collect identification and 'Risk Data' about premises in a systematic and consistent manner. The purpose of audit is to confirm 'Duty Holder's Compliance' with 'Fire Safety Law' which is designed to ensure the safety of relevant persons within relevant premises.

The form allows a number of functions to be carried out including;

- Premises Identification and Description, for both the Fire and Rescue Service (FRS) Fire Safety Risk Management Information System and the Fire Service Emergency Cover Model. (FSEC) (Appendix 1 pg 105)
- Collection And Maintenance of FSEC Other Buildings Toolkit Data
- Assessment of level of Premises Fire Safety Management
- Assessing the level of Compliance with Part 3 of the FSA
- Calculation of the 'Relative Risk Level' (In Accordance with English IRMP), to Inform our Prevention, Protection and Response Options
- A Consistent and Verifiable Process should Enforcement Action be Necessary (In Accordance With The Principles Of The Enforcement Management Model (EMM) (Appendix 7 & 8 pg 111 & 112) Published By The Health and Safety Executive HSE)
- The Collection of Performance Monitoring Data for the Scottish Government and FRS.
- Establishing a "Non-Domestic Premises Risk Profile"

'Enforcement Action', by specialist fire safety personnel, will be driven by the outcomes of the audit and will be aligned to an abridged version of the EMM. This provides a means of confirming, or otherwise, the initial expectation of the 'Enforcement Activity' but there will always be the need for 'Professional Judgment' by competent staff.

**(Revised: CFOA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. Under Part 3 of the Fire (Scotland) ACT 2005 – Amended March 2009)**

## ***Changes Made By the CFOA(S) Fire Safety Audit***

In England and Wales CFOA had agreed with the 'Department for Communities and Local Government' (CLG) that following the introduction of the RRO a review of the CFOA Fire Safety Audit and Data Gathering process would be undertaken after twelve months, consequently a Task and Finish Group was established to undertake this with each CFOA region represented.

In Scotland a similar need under the FSA was identified and hence the CFOA(S) documentation has been revised as a result of this process. Scotland was represented at the RRO Review Working Group.

A number of issues were identified by the group particularly with regard to Part B of the previous Audit Form in that the overall Assessment of the Compliance Level and the recommended Enforcement Action were not always appropriate to the Risks, Duty Holders attitude and deficiencies identified during Audits.

Subsequently Enforcement Officers have applied Professional Judgment (in consultation with their Line Managers) and have taken more appropriate Enforcement Action.

Consequently, the audit process has been reviewed and piloted across Scotland taking cognisance of the findings from England and Wales. The main changes in the revised procedure include:-

- Changes to the Compliance Level Scoring methodology
- Simplified versions of the Enforcement Management Model (EMM) flowcharts (Appendix 7 & 8 pg 111 & 112)
- Changes to the Audit Form
- Changes to FSEC information
- Additional data for the Scottish Governments Statistical Returns and FRS own requirements e.g. Quality and Performance Management
- Removal of guidance on the use of Prohibition or Restriction as an Audit Outcome

Policy and procedures to deal with Prohibitions no longer fall within the scope of this document and FRS will require to adopt alternative policy in respect of Prohibition or Restriction.

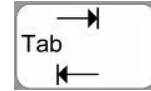
FRS will need to consider the revised scoring methodology and seek confirmation from their own software providers that the IT systems used will be amended to facilitate the changes ready for implementation on 1 April 2009.

**(Revised: CFOA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. Under Part 3 of the Fire (Scotland) ACT 2005 – Amended March 2009)**

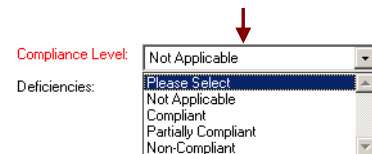
## ***TIPS – Moving Around the Form:***

When entering data into fireSpace:

- Use the 'Tab' key on your keyboard to jump from field to field
- Alternatively, use the 'Scroll' arrows to scroll up / down the form



If you do not have, a mouse connected to your notebook and you come across a drop down list...



- Click inside the check box
- Use the arrow keys on your keyboard to move up and down the list

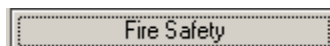


- When you click into a check box the title text will change to 'Blue', when you go to the next check box the text will change back to the original colour
- Fields that are in '**Red**' are '**Mandatory**' fields and must be completed – you will not be able to 'Complete' the form as the validation will flag a 'Mandatory' field has not been completed.
- If the question is greyed out it means a question answered earlier on the form has deemed the question need not be answered or the data has previously been captured and the value automatically updated. This is controlled by rules and solutions.
- Within the 'Date field', the check box must be ticked to confirm a date
- Some of the questions in Part 'A' e.g. 'Fire Spread', 'Building Size', 'Description of Occupants', 'Fire Warning' and 'Operational Sprinklers' will automatically populate fields in Part 'C'
- The completion of Part 'D' is governed by 'Fire Service Policy' as to whom will complete it e.g. 'Fire Safety' or 'OPS Crews' or both.

## Premises Record Card

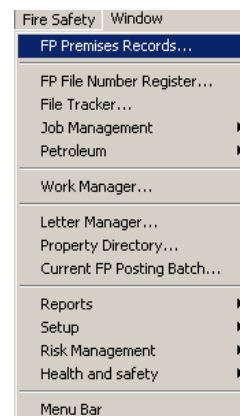
From the 'Global Navigator'

- Click onto 'Fire Safety' button



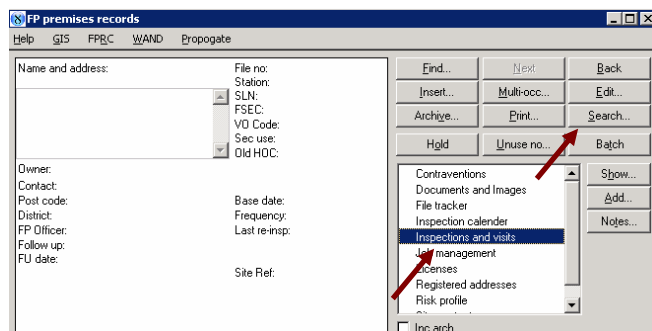
This will now appear in the toolbar

- Click onto 'Fire Safety'
- Click onto 'FP Premises Record'

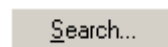


## Checking the History of the Premises

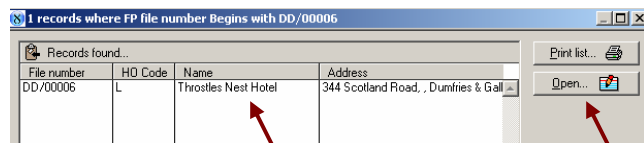
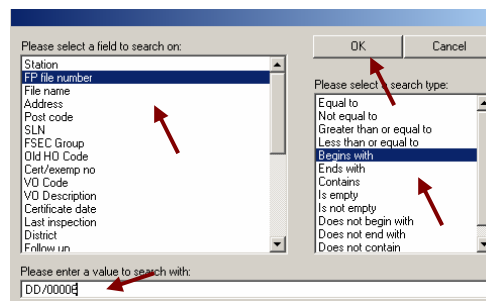
The 'FP Premises Record' will open



- Search for the 'Premises'
- Click onto the 'Search' button



- Select one of the fields to 'Search' the premises on
- Enter the 'Name/File Number' of the premises
- Click onto the 'OK' button



- Click onto the premises
- Click onto the 'Open' button

Some of the premises do may not have a 'File Number' or 'HO Code' next to it. There are two reasons behind this...

- The Brigade is using a 'Gazetteer' and the premises have not been linked to the 'Premises Record Card'.
- The premises are a duplicate.



The premises will appear in the record card

Within the 'Sub Menu' options

- Click onto 'Inspections and Visits'

As you can see there is a '+' next to 'Inspections and Visits', this means that there are 'Inspection Records' attached to this premises. If there is no '+' next to 'Inspections and Visits' then the premises have no associated inspection records.

Jobs can be allocated to the 'Enforcement Officer / Station / Watch / Location' by the 'Administrating Staff' or by the 'Enforcement Officer' – this depending on FSR policy.

- Click onto the 'Show' button

Show...

As you can see in this example, there are two 'Audit' that have previously been performed on this premises and an ongoing 'Audit' that was allocated. As you can see from this example there are hours entered this means there has already been a job 'Completed' but no 'Finish Date' has been entered – this means there is a Follow-Up job to be done.

To find out the 'History' on this premises

- Use the options within the sub-menu

- Click onto the Revise button

Revise...

## Allocation of Jobs

As you can see in this example, there has already been a Job done on this Audit and another Job (Follow-Up) to be done.

The Hours of the first audit has been entered. Any additional Jobs (Follow-Up) will automatically be calculated and appear in the 'Inspection and Visits' field - as shown on pg 95.

- Turn on your tablet
- Follow the instructions on the next page(s)

## fireSpace – WAND2

Inspecting officers have been using the WAND1 application on tablet PC's to complete electronic audits utilising the first 'National Audit and Data Gathering Form' issued by 'CFOA' in 2006. However it was recognised that in order to facilitate migration to the new version of the audit form, significant changes would need to be made to the WAND1 interface on the tablet PC's.

SOPHTLOGIC new fireSpace WAND2 product makes interface easier to use especially when entering data into the form allowing the system to populate, calculate and grey out parts/sections of the form automatically, working from rules and solutions that have been developed in the background. The toolkit includes but is not restricted to broad areas of functionality that gives you more control of the work allocated onto the tablet PC (Check-In) including the ability to 'Complete' and/or 'Cancel' allocated work and create 'Follow-Up' audits (Check-Out) in line with CFOA recommendations and collects additional functionality to better inform the IRMP returns.

The important point to note is that the fireSpace functionality can be developed, expanded and most importantly customised without the need for the deployment upheaval associated with new software releases. If a new version of fireSpace becomes available, when a user accesses fireSpace, they will be notified that an application update is available to download. (pg 14)

fireSpace is a web based application. For installation and updates you must be able to access the Internet either thru 'WIFI' or 'Ethernet'. For downloading and uploading of Jobs ("Check In", "Check Out"), you must be able to access the Intranet either thru a WIFI or Ethernet connection. (provided at service premises via tablet PC connection points).

**You DO NOT need Internet access to fill out the Audit Form(s).**

### *Installing fireSpace to your PC/Tablet*

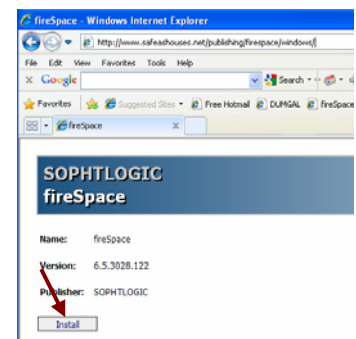
FRS Personnel will need to download the fireSpace client from a SOPHTLOGIC website to all PC's/tablet's that will need to access the audit forms.

You might need to contact your administrator when installing fireSpace onto your tablet – This may be a privileged access only.

If you do have the 'Privilege' to install fireSpace...

- Go to website – [www.safeashouses.net/publishing/firespace/windows](http://www.safeashouses.net/publishing/firespace/windows)

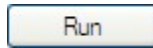
- Click onto the 'Install' button



A 'File Download' window will appear asking would you like to 'Run' or 'Save' this file

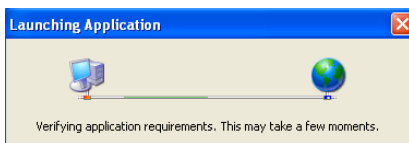
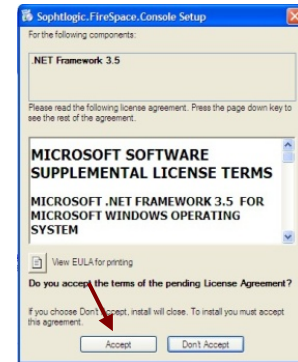
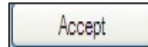


- Click onto 'Run' button



A Microsoft licensing agreement will appear.

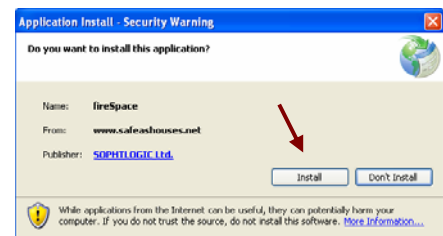
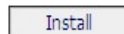
- Click onto the 'Accept' button



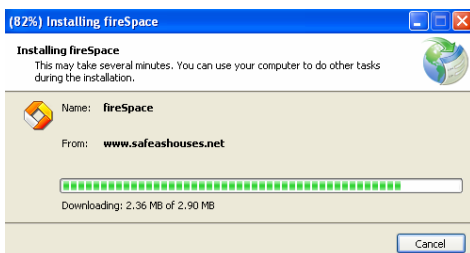
A 'Launching Application' box will appear for a few seconds then it will disappear

An 'Application Install' window will then appear asking would you like to 'Install' this application

- Click onto the Install button



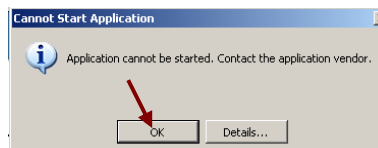
The 'Installing fireSpace' window will appear



This will install the fireSpace application to your tablet / PC

You may get a dialog box appear stating you 'Can-not Start Application', if this appears.

- Click onto the 'OK' button
- Contact your administrator



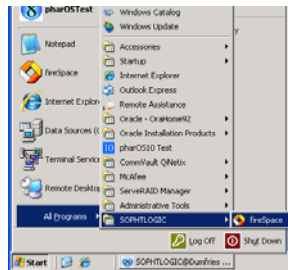
If successful, fireSpace will appear in the 'Start' menu option on your PC / tablet

## Open and Updating fireSpace

When you open fireSpace, the system will need to do an update; e.g. new functionalities, amendments etc...

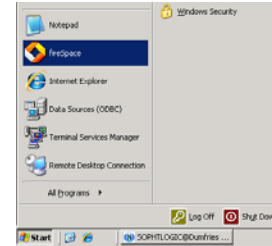
From you tablet PC

- Click onto 'Start'
- Click onto 'Programs'
- Click onto 'SOPHTLOGIC'
- Click onto 'fireSpace'

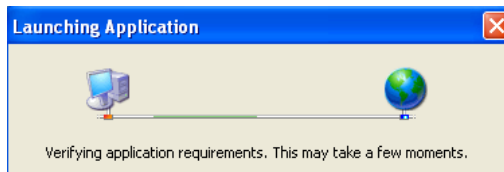


Or

- Click onto 'Start'
- Click onto 'fireSpace'



### Make sure you are connected to the Internet

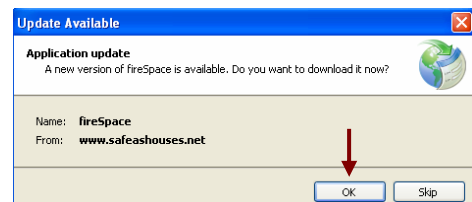


A 'Launching Application' box will appear for a few seconds to check if there are any updates to fireSpace, then it will disappear

If there are updates to fireSpace

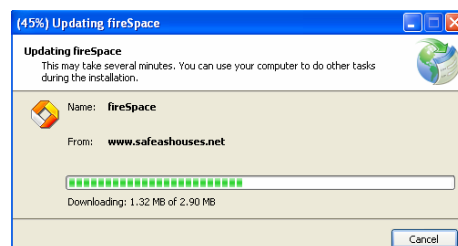
An update window will then appear asking would you like to update the version you have of FireSpace

- Click onto 'OK' button



The updating window will appear

This will update the files and open fireSpace

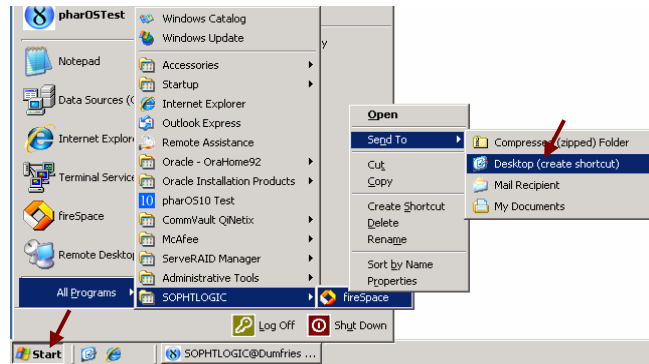


This will only take a few seconds

## ***Place fireSpace Icon Onto The Desktop*** – this is for convenience

But in doing this, when updates are taken for fireSpace this will delete the shortcut from the desktop during installation of the new version and it will be necessary to repeat the procedure below to re-instate the shortcut onto the desktop.

- Click onto 'Start'
- Click onto 'Programs'
- Click onto 'SOPHTLOGIC'
- Right Click onto 'fireSpace'
- Click onto 'Send To'
- Click onto 'Desktop' (create shortcut)



As you can see the fireSpace icon has appeared onto your desktop

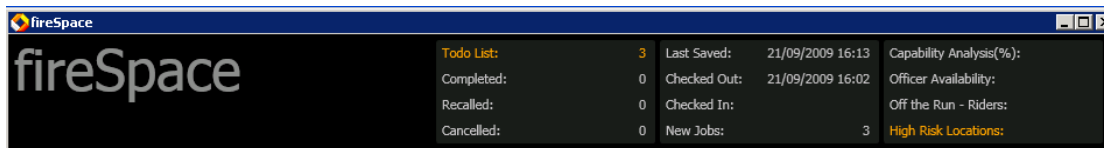
- Click onto the fireSpace icon



## How Does fireSpace Work

Let's take a look at what each display field, tabs, buttons and drop down menus are used for.

At the top of your fireSpace window there are three columns: -

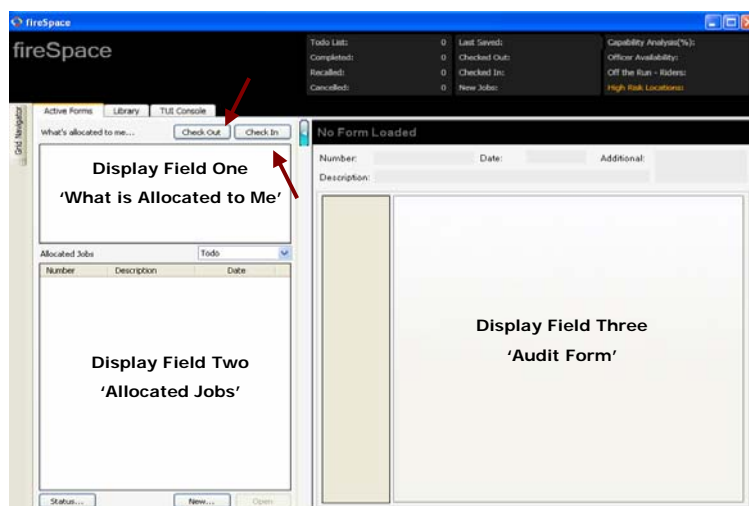


**Column One:** Allows you to see, how many 'Jobs' are in your 'ToDo', 'Completed', 'Recalled' and 'Cancelled' list

**Column Two:** Allows you to see, When 'Jobs' were 'Last Saved', 'Checked In/Out' and how many 'New Jobs'

**Column Three:** Allows you to see, % of 'Capability Analysis', 'Officer Availability', 'Riders off the Run' and 'High Risk' of the Locations.

As you can see there are three tabs '**Active Audit**', '**Library**' and '**TUI Console**'



The '**Active Audit**' tab is where the jobs and Audit Form will be displayed

The '**Library**' tab is where you update new versions of the audit form

The '**TUI Console**' tab is where you have to register your account to obtain a valid licence

The '**Check Out**' button - Downloads jobs that have been allocated to the 'Station/Watch/Location'

Check Out

The '**Check In**' button - Uploads the 'Completed Jobs' to the main datastore

Check In

fireSpace also has three Display Fields:

**Display Field 1 – What is Allocated to Me** – Displays downloaded forms in most cases this will display 'Audit and Data Gathering (Scotland 2009)'

**Display Field 2 – Wand Mobile – Allocated Jobs** – Displays Jobs – depending on the drop down list selected e.g. 'ToDo', 'Completed', 'Recalled' etc.

**Display Field 3 – Audit Form** – Displays the data form selected in 1

Let's have a look at the 'TUI Console' Tab

## TUI Console Tab

fireSpace uses SOPHTLOGIC's Gateway Server, 'Trusted User Account Interface' (TUI) console which holds Account and Licensing Information on public servers hosted by SOPHTLOGIC. Upon accessing fireSpace client, the system will authenticate the User based on the 'Windows Account Name' (Username) and 'User Domain Name' from the operating system. This information can be overridden for instance where access is required from machines not joined to a domain.

**Remember your tablet PC must be connected to the network via the Ethernet port (available via tablet PC connection points), before you can carry out the following Licensing and checkout procedures.**

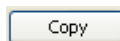
- Click onto the 'TUI Console' Tab

The 'Specify Alternative TUI Credentials' window will appear

By Entering your 'Windows Account Name' (username) and 'Domain/Host Name' the system will check to see if your 'Account Details' are valid to obtain a 'Valid Licence'. This will ensure that you have the privileges to access fireSpace, and download any jobs that have been allocated.

**This only has to be done when the application is first used.**

**Copy Button:**



The 'Copy' button allows some Brigades to 'Copy' the 'TUI Credentials' from the 'Work Station Details' box on the right to the 'Alternative Details' box on the left.

**Validate Licence Button:**

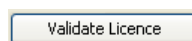



The 'Validate' button allows you to check for a valid licence for that user

- Enter the 'Windows Account Name' (Your User Name)
- Enter the 'Domain Name' e.g. DG

The Domain Name is usually the same as the Domain/Host name in the 'Workstation Details' box

- Click onto the 'Validate Licence' button



Test Button: 

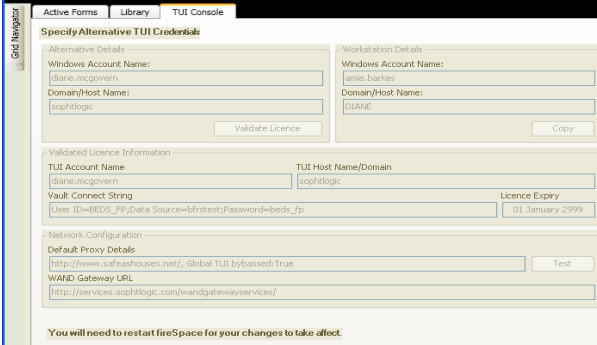
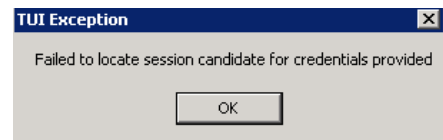
The 'Test' button allows you to check authentication with the target web service and database



**NOTE: The TUI console now only ever removes the current details on a success validation. This means that if a user inadvertently copies the TUI credentials from the operating system, the underlying licence will not be affected unless they successfully overwrite the licence with another.**

**Additionally, the system now detects for changes in the credentials before enabling the validate licence button, this is intended to further prevent users inadvertently retrying to validate an active licence.**

If this dialog box appears this means that the person you are trying to validate does not have a 'TUI Account' set up within strategy. This is setup by SOPHTLOGIC. Please contact your administrator if this occurs.

A screenshot of the TUI Console application. It has a sidebar with "Grid Navigator" and "Active Forms" tabs. The main area is titled "Specify Alternative TUI Credentials". It contains several sections: "Alternative Details" with fields for "Windows Account Name" (diane.mcGovern) and "Domain/Host Name" (sophlogic); "Workstation Details" with fields for "Windows Account Name" (diane) and "Domain/Host Name" (DIANE); "Validated Licence Information" with fields for "TUI Account Name" (diane.mcGovern), "TUI Host Name/Domain" (sophlogic), "Vault Connect String" (User ID=BEDS\_FP;Data Source=bfntest;Password=beds\_fp), and "Licence Expiry" (01 January 2009); and "Network Configuration" with fields for "Default Proxy Details" (http://www.safeshouses.net/, Global TUI bypassed=True) and "WAND Gateway URL" (http://services.sophlogic.com/wandgateway/services/). There are "Validate Licence" and "Copy" buttons. At the bottom, it says "You will need to restart fireSpace for your changes to take affect."

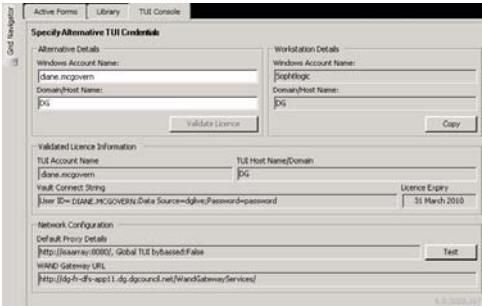
The program will retrieve your credentials from the server and the "Validated Licence Information" and "Network Configuration" boxes will fill and then be greyed out.

If these details verify the user has the privileges to access fireSpace, the user is then cached on the machine until such time as the license expires or the details require changing.

WAND Gateway services, here is an overview. Once the licence has been validated fireSpace communicates with the WAND Gateway services which are installed at the site. The WAND Gateway is used by fireSpace to dynamically integrate and exchange data between multiple FRS datastores.

**You will need to restart fireSpace for your changes to take affect.**

- Close the fireSpace window
- Click onto fireSpace icon (shown on page 14)
- Click onto the TUI Console tab

A screenshot of the TUI Console application after successful validation. The "Validated Licence Information" section is now populated with "TUI Account Name" (diane.mcGovern), "TUI Host Name/Domain" (JG), "Vault Connect String" (User ID= DIANE.MCGOVERN;Data Source=JGme;Password=password), and "Licence Expiry" (31 March 2010). The "Network Configuration" section remains the same. The "Test" button is still present.

As you can see the licensing information and the expiry date of the licence has been activated.



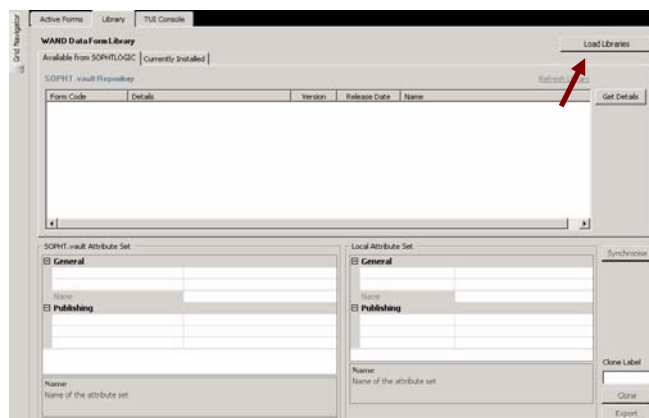
## Library Tab

The 'WAND Data Form Library' allows users to synchronise form data to the database that their 'TUI' is configured to.

Users are able to see the forms currently available from SOPHTLOGIC and the forms currently on their database along with what version they are currently running.

Before jobs can be downloaded you will need to load the forms from SOPHTLOGIC to 'WAND Data Form Library'.

This facility allows different forms to be made available for access via fireSpace and the tablet PC. for example, 'Home Fire Safety Visits', 'Audit Forms' for England and Northern Ireland.



- Click onto the 'Load Libraries' tab

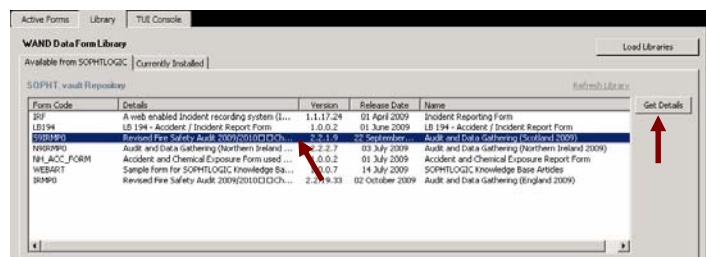
The system will default to 'Available from SOPHTLOGIC' tab

- Click onto the 'Load Libraries' button



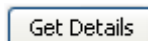
As you can see a list of forms will appear

The window will show the 'Form Code', 'Details' and the 'Version' of the form.



It also shows the date the form was 'Released' and the 'Name' of the form.

- Click onto 'Audit and Data Gathering (Scotland 2009)'
- Click onto the 'Get Details' button



If the 'Library' file (audit form in this instance), is up to date all boxes will fill and a message **"The local version is up to date"**, will be displayed at the bottom of the window.

If the 'Library' version is out of date the message **"The local version is out of date please synchronise"** will be displayed and it will be necessary to carry out synchronisation to load the new version.

SOPHT.vault Attribute Set

Local Attribute Set

**General**

Code	S9IRMP0
Details	Revised Fire Safety Audit 2009/2010
Name	Audit and Data Gathering (Scotland 2009)

**Publishing**

ReleaseDate	22/09/2009
ReleaseNotes	fireSpace - WAND2 to pharOS Professional
VersionString	2.2.1.8

Name  
Name of the attribute set

The local version is out of date, please synchronise

Synchronise

Clone Label

Clone

Export

- Click on the 'Synchronise' button

Synchronise

During the synchronisation process the form data is copied from SOPHTLOGIC's source data so if any changes are made or if any changes are required synchronisation of the form data is essential to ensure the user receives the latest version.

This may take a little while (10 – 15 seconds), after a short delay the new 'Library File' will load and **"The local version is up to date"** will be displayed. As shown below.

SOPHT.vault Attribute Set

Local Attribute Set

**General**

Code	S9IRMP0
Details	Revised Fire Safety Audit 2009/2010
Name	Audit and Data Gathering (Scotland 2009)

**Publishing**

ReleaseDate	22/09/2009
ReleaseNotes	fireSpace - WAND2 to pharOS Professional
VersionString	2.2.1.9

Name  
Name of the attribute set

The local version is up to date

Synchronise

Clone Label

Clone

Export

Local Attribute Set

Local Attribute Set

**General**

Code	S9IRMP0
Details	Revised Fire Safety Audit 2009/2010
Name	Audit and Data Gathering (Scotland 2009)

**Publishing**

ReleaseDate	18/09/2009
ReleaseNotes	fireSpace - WAND2 to pharOS Professional
VersionString	2.2.1.8

Name  
Name of the attribute set

The local version is out of date, please synchronise

Synchronise

Clone Label

Clone

Export

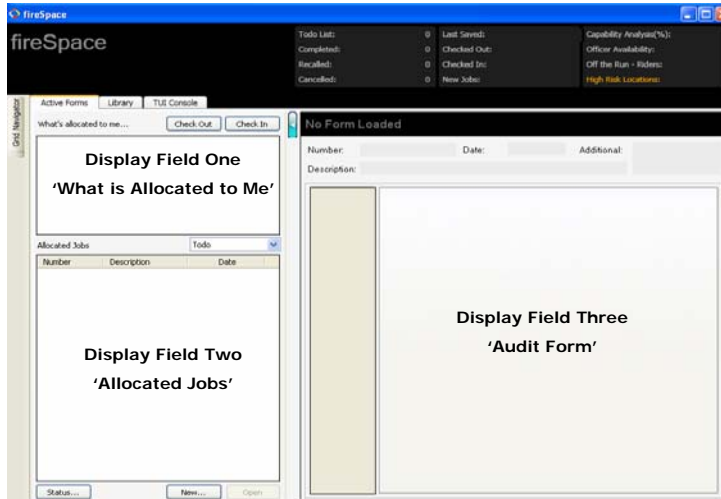
As you can see in the 'Publishing' box > 'Version String' row, has changed from; the old version - 2.2.1.8 to the new version - 2.2.1.9

**\*\*\* Ensure you are connected to the network \*\*\***

## Active Forms Tab

Let's have a closer look at the 'Active Forms' display fields

The 'Active Forms' tab is where the jobs and audit form will be displayed



- Click onto the 'Active Forms' Tab

If there is no data in the 'What is Allocated to Me' display field (1)

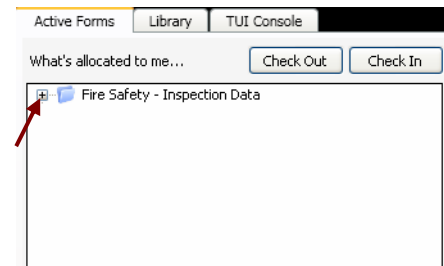
- Click onto the '**Check Out**' (download) button



This will display the 'Fire Safety – Inspection Data'

As you can see there is a '+' next to the 'Fire Safety – Inspection Data' folder

- Click onto the '+' next to the folder

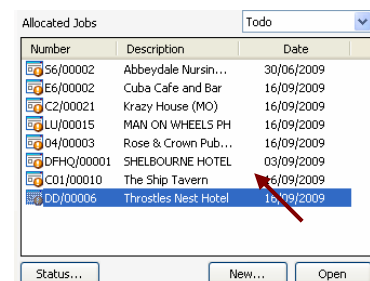


The 'Audit Data Gathering (Scotland 2009)' option will appear underneath

- Click onto the 'Audit Data Gathering (Scotland 2009)'.

In the 'ToDo' List

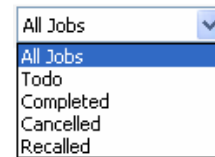
As you can see all 'Jobs' which are incomplete, still to do or have been allocated will appear in the 'Allocated Jobs' display field (2)



## All Jobs List

To manage / view the workload in different folders

- Click onto the 'All Jobs' arrow

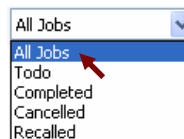


A drop down list will appear with five options to choose from:

- All Jobs:** List of jobs that are 'still to do', 'not yet finished', 'Completed', 'Cancelled' and 'Recalled'
- ToDo:** List of jobs that are 'not yet finished' and 'still to do'
- Completed:** Lists of jobs that have been 'Completed' - will upload to the main datastore when 'Check-In' selected
- Cancelled:** Lists of jobs that have been 'Cancelled' - will upload to the main datastore when 'Check-In' selected
- Recalled:** Lists of jobs that have been unable to upload to the main datastore when 'Check-In' was selected

## All Jobs List

- Click onto the 'All Jobs' arrow
- Select 'All Jobs' option from the drop down list



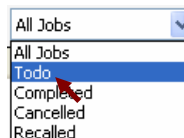
As you can see in this example, there is a list of 'All Jobs' - 'Completed' 'ToDo' and 'Cancelled'



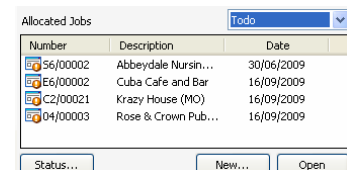
Number	Description	Date
S6/00002	Abbeydale Nursin...	30/06/2009
E6/00002	Cuba Cafe and Bar	16/09/2009
C2/00021	Krazy House (MO)	16/09/2009
LU/00015	MAN ON WHEELS PH	16/09/2009
O4/00003	Rose & Crown Pub...	16/09/2009
C01/00010	The Ship Tavern	16/09/2009
DD/00006	Throstles Nest Hotel	16/09/2009

## ToDo List

- Click onto the 'All Jobs' arrow
- Select 'ToDo' option from the drop down list



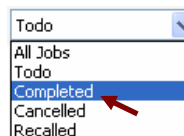
As you can see in this example, there is a list of All Jobs still left 'ToDo'



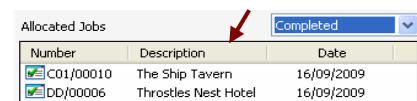
Number	Description	Date
S6/00002	Abbeydale Nursin...	30/06/2009
E6/00002	Cuba Cafe and Bar	16/09/2009
C2/00021	Krazy House (MO)	16/09/2009
O4/00003	Rose & Crown Pub...	16/09/2009

## Completed List

- Click onto the 'All Jobs' arrow
- Select 'Completed' option from the drop down list



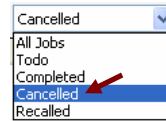
As you can see in this example, the 'Completed Job' will be identified by a **Green Tick**.



Number	Description	Date
C01/00010	The Ship Tavern	16/09/2009
DD/00006	Throstles Nest Hotel	16/09/2009

## Cancelled List

- Click onto the 'All Jobs' arrow
- Select 'Cancelled' option from the drop down list

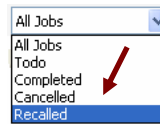


As you can see in this example, the 'Cancelled' job will be identified by a **Red Cross**.

Allocated Jobs		
Number	Description	Date
LU/00015	MAN ON WHEELS PH	16/09/2009

## Recalled List

- Click onto the 'All Jobs' arrow
- Select 'Recalled' option from the drop down list



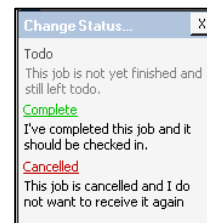
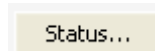
The 'Recalled' jobs list will display all jobs that have 'Failed' to 'Check-In'

Allocated Jobs		
Number	Description	Date
DFHQ/00001	SHELBOURNE HOTEL	02/09/2009

## Status Button

To change the 'Status' of a job from 'ToDo' to 'Completed' or 'Cancelled'

- Click onto the 'Status' button



A List of three options will appear

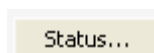
**To Do:** Jobs that are not yet finished and still to do

**Completed:** Jobs can not be 'Completed' unless all 'Mandatory Fields' have been filled in. A dialog box will appear to show what mandatory fields are still left to do before the 'Completed' job can be moved to the 'Completed' list and uploaded (Check-In) to the datastore which will then update the Premises Record Card.  
(pg 97)

**Cancelled:** Jobs that have been 'Cancelled' will be moved to the 'Cancelled' list and uploaded (Check-In) to the datastore and update the 'Premises Record Card' as a 'Cancelled Audit'.  
(pg 100)

Each Job that is 'Completed' or 'Cancelled' should be

- Selected in the 'All Jobs' list
- Click onto the 'Status' Button
- Click onto the 'Completed' or 'Cancelled' option



The 'Completed', or 'Cancelled' job will disappear from the 'ToDo' list and appear in the 'Completed' or 'Cancelled' list – both of these lists will clear when you 'Check-In'.

Any jobs that didn't successfully upload to the datastore will appear in the 'Recalled' list in the 'All Jobs' drop down menu. Reasons may be – the values entered are too large for the field lengths set.

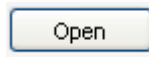
## Audit Form Display Field

In the 'Allocated Jobs' display field (2)

- Click onto a 'Job'
- Click onto the 'Open' button

OR

- Double Click onto a 'Job'



Allocated Jobs			Todo
Number	Description	Date	
E6/00002	Abbeydale Nursin...	30/06/2009	
E6/00002	Cuba Cafe and Bar	16/09/2009	
C2/00021	Krazy House (MO)	16/09/2009	
LUJ/00015	MAN ON WHEELS PH	16/09/2009	
O4/00003	Rose & Crown Pub...	16/09/2009	
DFHQ/00001	SHELBOURNE HOTEL	03/09/2009	
C01/00010	The Ship Tavern	16/09/2009	
DD/00006	Throstles Nest Hotel	16/09/2009	

Status... New... Open

As you can see the audit form for the premises selected will appear in the audit form display field (3)

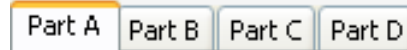
At the top of the window the details of the premises will appear

### Audit and Data Gathering (Scotland 2009)

Number: DD/00006 Date: 16/09/2009 Additional: 344 Scotland Road, Dumfries Galloway  
Description: Throstles Nest Hotel

## Parts and Pages

The audit form is also divided into 'Four Parts';



**Part A:** Site Assessment (Information primarily for Fire Safety File and FSEC)

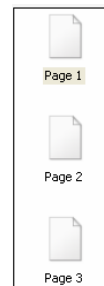
**Part B:** Fire Safety Audit (Assessing Compliance with Fire Safety Order (FSA))

**Part C:** Calculation of Relative Risk Rating and Risk Level

**Part D:** Operational Site Specific Risk Information (where appropriate)

Within Part A, B, C & D, are Pages

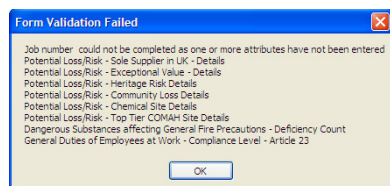
- Part A:** - 'Three Pages' – page 1 - 3
- Part B:** - 'Five Pages' – page 4 - 8
- Part C:** - 'Four Pages' – page 9 - 11
- Part D:** - 'Eight Pages' – page 12 - 19



- To view different 'Parts' of the form > Click onto the 'Tabs'.
- To view the 'Pages' within the 'Tabs' > Click onto the 'Pages'

The 'Audit Form' will be displayed in the centre of display field (3).

Anything in **'Red'** means it is a **'Mandatory'** field and must be filled in. If you miss any of the **'Mandatory'** fields you will be allowed to continue with the form but you will **'NOT'** be able to 'Complete' the form until these fields have been filled in.



The 'Form Validation Failed' will flag that a **'Mandatory'** field has not been 'Completed'.

A screenshot of the 'Audit and Data Gathering (Scotland 2009)' form. It shows various fields for audit information, including 'Premises ID No.', 'Number of Occupants', 'Fire Safety Management Compliance Level', and 'Fire Safety Management Details'. A red arrow points to the 'Premises ID No.' field, which is highlighted in red, indicating it is a mandatory field.

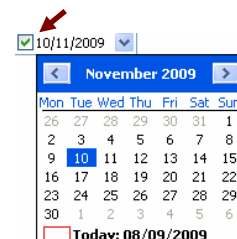
In addition, there are a number of look-up tables and flowcharts which the 'Enforcement Officer' may need to consult during the process.

For initial audits of premises, 'Parts A, B, and C' should normally be completed for all 'Occupancies' (subject to each individual FRA policy) and where appropriate 'D'. This will result in an individual inspection regime for each premises in accordance with 'Risk Rating' and 'Fire Safety Management'.

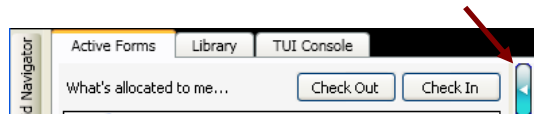
## Confirming the Date and Time

Within the 'Date' field, a date will automatically appear. To verify that this 'Date' and (in some parts of the form) 'Time' is correct

- You must tick the check box where there is a 'Date'.



## Changing the Width of the Audit Form



Next to the 'Check In' button there is a 'Blue Arrow' button

As you can see the 'What is Allocated' and 'Allocated Jobs' windows (1 & 2) have disappeared and the audit form is the width of the whole page

- Click back onto the 'Blue Arrow' button



The 'What is Allocated' and 'Allocated Jobs' display field (1 & 2) will reappear

## Segmented Address

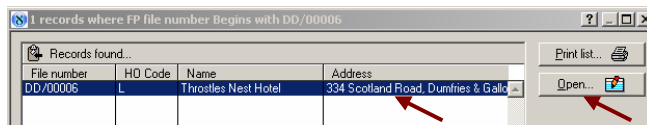
Not all 'Brigades' have a 'Segmented Address' button (depends on the MIS version and license you have with SOPHTLOGIC) or the use of a 'Gazetteer'...so this section may not apply to you.

When you open the audit form – in fireSpace – the premises details and the 'Easting' and 'Northing' fields are automatically entered into the audit form.

If this is not the case, this means the 'Gazetteer' or 'Users' has not populated/entered the correct address fields/details in the 'Segmented Address' within the 'Premises Record Card'.

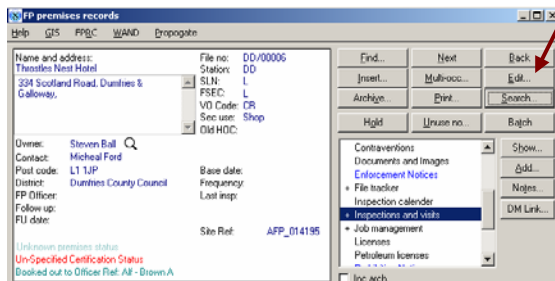
If this is the case... 'Open the Premises Record Card'

- Click onto 'Fire Safety'
- Click onto the 'Premises Record Card'
- Click onto the 'Search' button



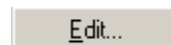
- Click onto the 'Premises'
- Click onto the 'Open' button

The premises will appear in the record card



Even though the address is showing on the record card, it needs to be correctly entered in the 'Segmented Address' for fireSpace to pick it up and populate the fields in the audit form.

- Click onto the 'Edit' button

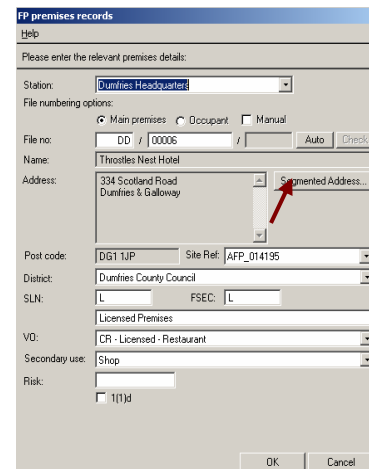
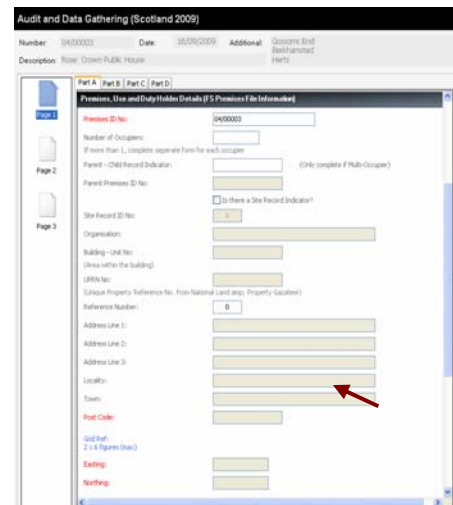


Again you can see the 'Name' and 'Address' details are in the 'Address' box

This may be correct, but has it been correctly entered in the 'Segmented Address' window?

- Click onto the 'Segmented Address' button

Segmented Address...





The 'Premises Address' window will open

As you can see in this example the fields are blank

If you do not use a 'Gazetteer':

- Enter the 'Premises Details'
- Enter the 'Easting' and 'Northing' fields
- Click onto the 'OK' button

Alternatively, the fields within the 'Segmented Address' will be automatically entered

As you can see the address details – if different – have been updated

As you can see in my example, I have added Scotland into the 'Premises Address', which is now showing in the 'FP Premises Records Address' field.

- Click onto the 'OK' button

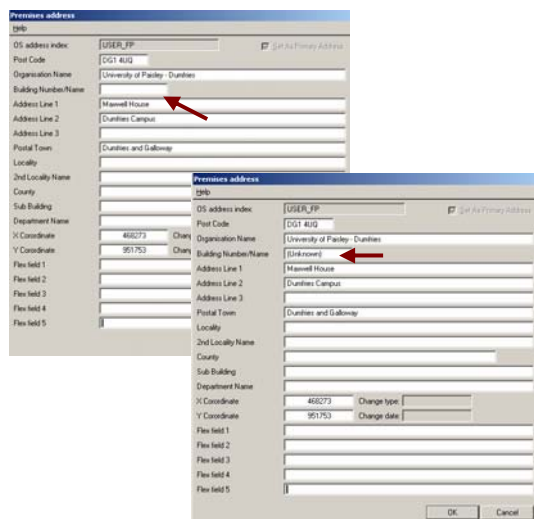
You will need to re-refresh fireSpace for the updates to take effect

- Close 'fireSpace'
- Re-Open 'fireSpace'
- Click onto the 'Check-Out' button
- Click onto the 'Fire Safety – Inspection Data'
- Click onto 'Audit and Data Gathering (Scotland 2009)'
- Click onto the 'Job'
- Click onto the 'Open' button

The audit form for the job selected will appear in window (3) on the right of the screen

As you can see the 'Address', 'Northing' and 'Easting' fields will automatically be populated with the 'Segmented Address' data.

## Missing Building Number / Name



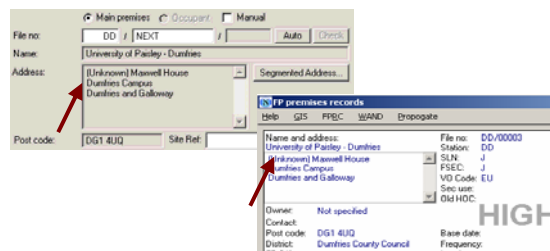
All premises should have a 'Building Number / Name'

If you come across Premises where there is '**No**' 'Building Number / Name'

In the 'Building Number / Name' field, type in '(Unknown)' or enter a '0' into the box

This is also a good way to do a 'Search/Query' on all premises that do not have a 'Building Number / Name...'

As you can see the '(Unknown)' or '0' will appear where a 'Building Number /Name' would usually appear.



## Minimising / Maximising fireSpace

- To 'Minimise' a window click onto the middle icon
- To 'Maximise' a window click onto the middle icon



WAND2 automatically 'Saves' data that has been entered when the fireSpace application closed.

**NOTE:** Any text that is slightly smaller and italic (slanted) Are explanations that are taken from the (Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. Under Part 3 of the Fire (Scotland) ACT 2005 – Amended March 2009)

... Let take a look at the 'Audit Form' in more detail ...

## Part A - Site Assessment (Mandatory) (page 1-3)

### PAGE 1 - FS Premises File Information

'Part A' of the form must be completed, or the information verified, on each occasion a premises is audited. Over time, much of the previously collected data will remain unchanged and the enforcement officer will only need to verify the information previously collected and amend if there are any changes. This part of the form gathers information for identification of the premises/contacts and for FSEC purposes.

#### Time Taken to Complete Audit

- **Audit, Travel, and Admin Time** – these fields will automatically be populated when 'Part C, Page 12' 'Job', 'Travel', and 'Admin Time' has been completed.
- **The Assessment Date** - will automatically appear – to verify that this Date is correct - **You must tick the check box**
- **Relative Risk Level** – This will automatically change once 'Part C, Page 9' - 'Risk Level' is populated.

- **Fire Safety Management Compliance Level** - This will automatically change once 'Part C, Page 9' - 'Risk Level' is populated.

#### Premises, Use and Duty Holder Details (FS Premises File Information)

In order to ensure accurate address identification, the basic premises address details will be generated by the 'Enforcement Officer', this may be verified by the 'Gazetteer' system to provide unique and accurate identification of buildings. Personnel should always use this facility where available to ensure that they input the correct location details. (This makes the cross matching of premises in different databases more accurate).

- **Enter the Premises ID Number** – The MIS will automatically pre-populate this field - *This unique number is allocated by each 'Authority's Fire Safety Risk Management Database' to each individual 'Premises Record'.*

- **Enter the Number of Occupants** - e.g. 'Individual Businesses' or 'Organisations' within the building. *If the premise is multi-occupied, a separate form should be completed for each occupancy, with a further form to cover the building as a whole (where appropriate). The latter should include all common areas, and where necessary take account of any risks identified in the individual occupancies.*

- **Enter the Parent – Child Record Indicator** – This field will become active when a number of more than '1' is entered in the 'Number of Occupants' box – *This indicates whether the record is a 'Child Record' or a 'Parent Record' i.e. in the case of a 'Multi-Occupied' building each individual premises (part of building with an individual occupier) would be assigned as a 'Child Record' within the 'Fire Safety Risk Management Database' (FSRMD) and the whole building envelope and common parts/systems would be a 'Parent Record', the 'Parent Record' links all the 'Child Record's together. Note: Consistent with 'FSEC Methodology'.*
- **Enter the Parent Premises ID Number** – If the Premises is a 'Multi Occ' - This field will automatically be populated from the 'Premises Record Card' - *This unique number is allocated by each FRS Fire Safety Risk Management Database to each individual Parent Premises Record.*

The 'Site Record ID Indicator' starts disabled and is enabled if the 'Site Record Indicator' question is checked.

Parent - Child Record Indicator:	<input type="text"/>	(Only complete if Multi-Occupier)
Parent Premises ID No:	<input type="text"/>	
	<input type="checkbox"/> Is there a Site Record Indicator?	
Site Record ID No:	<input type="text" value="0"/>	

- **Site Record ID Indicator** - Tick into the check box if - *This indicates whether the record is a 'Site Record' in the FRS Fire Safety Risk Management database. In the case of large sites such as Hospitals which normally have several buildings contained within a boundary, each individual building can be linked together. This can have many advantages such as recording risk information that applies to the entire site only once.*
- **Site Record ID No** – If the 'Site Record ID Indicator' is ticked this will activated this field. If that is the case enter the 'Site Record ID Number' - *This unique number is allocated by each FRS Fire Safety Risk Management database to each site record.*

If a 'Gazetteer' is used a Multi-line address field will be displayed and pre-populated from data held in the MIS. If not a single generic address field will display.

The 'Organisation', 'Building – Unit No', 'UPRN No', 'Address Line 1–3', 'Locality', 'Town', 'Post Code', 'Easting' and 'Northing' fields will automatically populated the data that was entered in the 'Segmented Address' in the 'Premises Records Card' and be greyed out. The 'Reference Number' will be active.

- **Organisation** - This is the 'Name' of the premises
- **Building – Unit No** – This is the 'Building Number or Name' *if you do not know the building number or name enter (unknown) in the field.*
- **UPRN No** – *Ideally this should be a Unique Premises Reference Number from the 'National Land and Property Gazetteer'.*
- **Reference Number** - This 'Unique Number' is allocated by each FRS 'Fire Safety Risk Management' database to each individual premises record
- **Enter the 'Property Address' and 'Post Code'** – this is the 'Address' and 'Post Code' of the premises that is being audited
- **Enter the 'Easting / Northing Numbers'** – *'Map Reference' that pin point the 'Property'* – The value entered is transferred to 'Part D, Page 13'

Organisation:	Throstles Nest Hotel
Building - Unit No: (Area within the building)	334
UPRN No: (Unique Property Reference No. from National Land amp; Property Gazetteer)	USER_FP
Reference Number:	3356
Address Line 1:	Scotland Road
Address Line 2:	
Address Line 3:	
Locality:	
Town:	Dumfries & Galloway
Post Code:	DG2 1JP
Grid Ref: 2 x 6 figures (max)	
Easting:	215984
Northing:	658314

- **Enter the Occupier Details** - *This will generally be the name of the company or organisation, rather than an individual. For businesses that operate nationally or regionally, details of the company Head Office or Company Secretary are required. It is not necessary to seek the Name of the Individual Company Secretaries, just the registered Address and other contact details. Nearly all companies will have their legal identity registered at Companies House and Enforcement Officers should, where there is any doubt, verify this information via the public information available at Companies House.*

Occupier Details:	
Name of Occupier:	<input type="text"/>
Registered Address of Occupier:	<input type="text"/>
Post Code:	<input type="text"/>
Tel No:	<input type="text"/>
Owner Details:	
Name of Owner:	<input type="text" value="Seven Ball"/>
Registered Address of Owner:	<input type="text" value="1 Monksford Road&lt;br/&gt;Newtown St Boswells"/>
Post Code:	<input type="text" value="DG1 2DA"/>
Tel No:	<input type="text" value="01835 822277"/>

- **Enter the Owner Details** – *Only complete these where a building is in Multi Occupation, otherwise indicate 'N/A'. In some cases, Premises are managed for the Owner by a Management Company. Where this is the case, details of the Agents should normally be recorded rather than the Owner.*

In the left hand column

- Click onto Page 2

## PAGE 2 - Occupants

This section looks at the 'Occupancy of the Building by Times', 'Occupancy Group' and the 'Mobility of the Occupants'.

- **Enter the Duty Holder Details** – *The Audit should ideally be carried out in the presence of the Duty Holder, and their details are to be entered here. Irrespective of whom the Enforcement Officer carries out the Audit with, they will need to use their powers to identify the Duty Holder.* - The 'Duty Holder's Name' and 'Telephone Number' will update 'Part D, Page 13'
- **Enter the Details of the Person who is Providing the Information** – *Provide details of the person giving the information if different from the Duty Holder. (See above, this may be the person traditionally recorded as 'the contact').*

## No of Occupants – Enter a Number

### Occupancy Profile:

Identify/estimate the maximum number of persons that could be affected by Smoke, Heat & Flame, in the most highly occupied compartment to be effected by an uncontrolled fire within 30 minutes, assuming 'No Evacuation'.

This should be entered as a numeric figure alongside each time group. For the hours that no one will be on the premises, leave the box blank.

*When carrying out a survey on an individual occupier in multi-occupied premises, separate audit forms should be completed for each occupier, as well as for the building as a whole (where applicable). For the occupier's form, only give totals for that occupancy*

To represent the values

- Enter a number in each of the time group check boxes

**Total Number of People in Premises at Peak Time** - this will populate 'Part C, Page 9' 'Total Number of People in Premises at Peak Time' field.

- Click onto the 'Total Number of People in Premises at Peak Time' arrow
- Select one of the options from the drop down list

## Occupancy Type:

Occupancy Type

☐ Has the Occupancy Type Changed?

V.O. Number: (Valuation Office):

Supplementary Type Number: (each Services):

FSEC Group:

Description of Occupants: Predominant Type:

The 'VO Number' (Valuation Officer Code Number) and the 'FSEC Group' (Fire Service Emergency Cover) may be generated automatically by the 'Fire Safety Risk Management Database' by entering the appropriate 'SLN Code' (Supplementary Line Number) (each FRS own Premises Type Code).

☐ Has the Occupancy Type Changed? There may be occasions when a Job has been allocated and when the visit takes place the use has changed to a greater or lesser extent; this will have a direct bearing on the outcome of the audit if it is completed with the incorrect 'FSEC Type' entered. As stated above the 'FSEC', 'SLN' and 'VO' codes will normally already be populated from information held on the premises record card. Selecting the 'Has the Occupancy Type Changed'? box will allow the details to be changed so that the audit form calculates correctly.

*Example: At the last visit the premises was a pub/ restaurant with a number of bedrooms provided in a single story extension = 'Sleeping Accommodation' – 'Hotel'. This would be' FSEC Group F', 'Risk Group Column A'. (Appendix 1, pg 105)*

*At the current visit the 'Enforcement Officer' finds that the occupier has removed the bedrooms to utilise the area as an extension to the restaurant. This would now be' FSEC Group L', 'Risk Group Column B'.*

*The scoring for each column is weighted to reflect the risk associated with the premises in that group with heavier penalty points attracted for failures in group A than those in 'Group D', therefore, completing this job without adjusting the FSEC group would result in an incorrect score, 'Relative Risk Rating' and 'Relative Risk Level' (VH – VL).*

Groups	Group A	Group B	Group C	Group D
FSEC Code	Sleeping Unfamiliar	Sleeping familiar & Licensed premises	Public unfamiliar	Workplace familiar
A	Hospitals			
B	Care Homes			
C	HMO			
D		Flat		
E	Hostel			
F	Hotel			
G		Converted flat		
H	Other Sleeping			
J			Further education	
K			Public buildings	
L		Licensed premises		
M			School	
N			Shop	
P			Other public building	
R				Factory
S				Office
T				Other workplace

If, however the 'Occupancy' has changed, go to the 'Premises Record Card', update the 'FSEC' Code and VO Code, which automatically update the codes on the audit form.

**It should be noted that there may be more than one code that could apply, e.g. a shop with a large storage area, however, only the predominant use of the premises should be recorded.**

**Description of Occupants – 'Mandatory'** - The information required is whether the 'Predominant Type' of Occupant is more or less vulnerable than the type of person most commonly found in the type of premises being assessed.

- Click onto the 'Description of Occupants' Arrow
- Select the appropriate description.

Description of Occupants: Predominant Type:

Please select

Please select

Atypically mobile for this type of occupancy

Average mobility for this type of occupancy

Untypically vulnerable for this type of occupancy

In the left hand column - Click onto Page 3

## PAGE 3 - Potential Loss/Risk

The questions in this section are defined by specific criteria, rather than a personal interpretation by the 'Duty Holder'. The 'Details' field is by default disabled and only enabled if potential 'Hazard' is identified and the answer to the preceding question is 'Yes'. Once the check box is ticked it become a **'Mandatory'** field and 'Details' must be entered in the 'Brief Details' field.

**If Details are entered and then the checkbox is unchecked - any information entered will be cleared and 'N/A' will display.** The check boxes value, not the text in the details field, pre-populates 'Part D - Page 16 – 7C'.

**Sole Supplier** - the building being assessed is a Commercial or Public Sector building which provides a High Value or Unique Service, it should be identified in this section. – If applies, tick the check box > enter details in the 'Give Brief Details' field

**Exceptional Value** - Properties with a value of close to or exceeding £100,000,000 (One hundred million pounds) should be included in this section. – If applies, tick the check box > enter details in the 'Give Brief Details' field

**Heritage Risk** - if the building is of National or International significance. There are no hard and fast rules but if the building is listed on the **'National Monuments Record'** it could be considered a **'Heritage Risk'**. The National Monuments Record is maintained by English Heritage and can be viewed on their **website at [www.historic-scotland.gov.uk/listedbuildings](http://www.historic-scotland.gov.uk/listedbuildings)** – If applies, tick the check box > enter details in the 'Give Brief Details' field

**Community Loss** - this question aims to identify buildings, which if involved Fire could result in Significant Consequential Loss to the Local Community. – If applies, tick the check box > enter details in the 'Give Brief Details' field

**Chemical Site** – it is a 'Chemical Site' but not a 'COMAH Site'. – If applies, tick the check box > enter details in the 'Give Brief Details' field

**Top Tier COMAH Chemical Site** – 'Main Risks' and make reference to relevant Major Incident Plan etc – If applies, tick the check box > enter details in the 'Give Brief Details' field

**Environmental Risk** – significant impact on the Environment or Community in the Event of Fire or other Incident.

If this is the case – to activate the options

- Tick into the 'Environmental Risk' check box
- Tick the appropriate check boxes on the right
- Enter information in the 'Brief Details' field

**Remember: If details are entered or check boxes selected and then the checkbox to the question is unchecked – any information entered or boxes selected will be cleared**



## Property Loss: Complete sub section 1 or 2 only

*The Potential for Loss due to an uncontrolled Fire in the Building of Origin and the potential for loss due to Fire Spread from the Building of Origin to surrounding Buildings assuming no intervention of any kind.*

If the Fire is likely to be confined to the 'Room/Compartment' or 'Floor' or 'Building of Origin' complete 'Sub Section 1' only - this will disable 'Section 2'. If the fire is likely to spread beyond the 'Building to Adjacent Premises', complete 'Sub Section 2' only this will disable 'Section 1'. (Appendix 5, pg 109)

- Enter the Estimate damage within 50m<sup>2</sup>

- Select one of the options from the drop down list

**Section One:** completing this section will 'Disable Section 2'

Confined to the 'Room/Compartment' or 'Floor' or 'Building of Origin'

- Click onto the 'Property Loss' arrow
- Select one of the options from the drop down list

**Section Two:** completing this section will 'Disable Section 1'

Damage beyond 'Building of Origin':

- Click onto the arrow – if active

**Fire-Fighter Hazard** - Where known, the Enforcement Officer will need to establish whether the building or its contents could pose a Risk to Fire-Fighters. Hazards might include:

- Building construction that could lead to rapid structural collapse of walls, floors or ceilings, e.g. cladding panels, high bay storage racking etc.
- Contents, e.g. hazardous chemical storage.
- Processes, e.g. foundry work, gas or vapours under pressure.
- Internal layout, e.g. large complex internal layout with or without restricted points of entry

By default all options are disabled until the answer to the question is 'Yes'. This is now a '**Mandatory**' field. If option 'Highly Flammables' is checked the value will automatically pre-populates 'Part 'D' Page 13 – 5A' 'Are Generic Materials Present' is 'Yes', not the text in the details field.

If this is the case

- Click into the 'Fire-Fighter Hazard' check box
- Click into the appropriate check box(s)
- Enter information in the 'Brief Details' field

**Remember:** If details are entered or check boxes selected and then the checkbox to the question is unchecked – any information entered or boxes selected will be cleared.

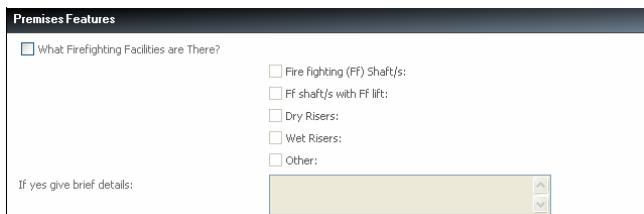
## Premises Features

**Fire-Fighting Facilities** – *The Enforcement Officer will need to identify specific features that are provided and maintained for fire-fighting purposes. Be careful not to confuse arrangements for means of escape e.g. a protected staircase, with dedicated fire-fighting provisions such as a fire-fighting staircase, Shaft, Smoke Control System... The Enforcement Officer will need to identify whether such a system exists, and where known, the exact nature of the system.*

If there is a value entered in 'Fire-Fighting Shafts' or 'Fire-Fighting Shafts with Lifts' will automatically indicate the answer to 'Part D – Page 16 – 7' 'Does the building have Fire-Fighting Shafts' is Yes and Is there a 'Fire-Fighting Lift' will also be checked.

If there is a value entered in 'Dry Risers / Dry Risers > 8 bar or Wet Risers / Wet Risers > 8 bar' this will automatically indicate the answer to 'Part D – Page 20 – 10d'. 'Are there any other fixed installations' is 'Yes' and 'Dry/Wet Risers or Foam Inlets' will also be checked.

### If there's Fire-Fighter Facilities



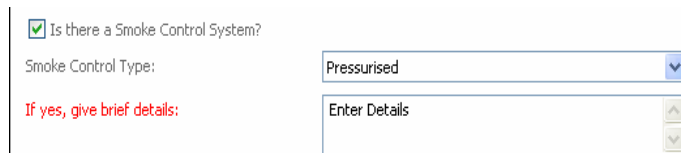
- Tick into the 'Fire-Fighter Facilities' check box

This will activate the associate options

- Click into the appropriate check box(s)
- Enter information in the 'Brief Details' field

## Smoke Control Type

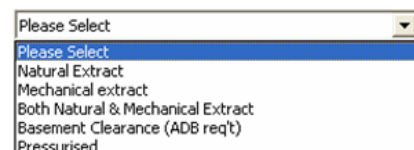
**If there is extract or positive pressure smoke control system covering means of escape and or common areas.**



Details are '**Mandatory**' if the answer to the question is 'Yes'. The value entered is transferred to 'Part C, Page 9' – 'Is there is Extract or Positive Pressure Smoke Control System covering Means of Escape and or Common Areas' check box

If the Details are entered and then the checkbox is unchecked - any data entered will be cleared.

- Tick into the check box – this will activate associate options
- Click onto the 'Smoke Control Type' Arrow
- Select one of the options from the drop down list
- Enter details in the 'Brief Details' field (**Mandatory**)



**Remember: If details are entered or check boxes selected and then the checkbox to the question is unchecked – any information entered or boxes selected will be cleared.**

## Sprinklers

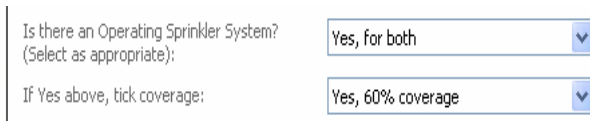
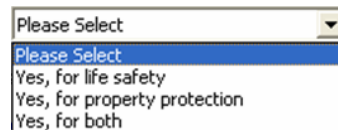
### Premises Sprinklered

If the 'for Life Safety' is selected from the list – 'Part D Page 20 – 10b' 'is the system for Life Safety' check box will be checked

If the 'for Property Protection' is selected from the list – 'Part D Page 20 – 10b' 'is the system for Property Protection' check box will be checked

If the 'for Both' is selected from the list – 'Part D Page 20 – 10b' both check boxes above will be checked

- Click onto the 'Premises Sprinklered' Arrow
- Select one of the options from the drop down list



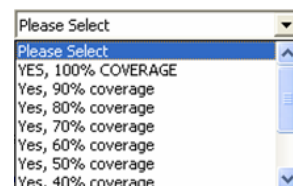
**Note: Details of other fixed installations using water or other extinguishing media should not be entered on the form.**

**Operating Sprinkler System** - If a Sprinkler System is installed and is being adequately maintained, an estimate of the total floor area of the building, including all floors, covered by the system should be made and recorded on the form. It may be that only two floors in a four storey building are covered; in which case a figure of 50% should be recorded

The Enforcement Officer should attempt to identify the purpose of the installation i.e. Life Safety or Property Protection generally, Life Safety Sprinklers, as fitted in town centre developments, will have dual valves, etc which will assist in identifying the grade of Sprinklers fitted.

The value entered is transferred to 'Part C, Page 9' – 'Is there an Operational Sprinkler System Installed and Maintained in Working Order' and to 'Part D, Page 20 – 10b' 'is a Sprinkler System Installed and Maintained'

- Click onto the 'Operational Sprinkler System' Arrow
- Select one of the options from the drop down list



## Fire Spread

**Building Features which may Assist Fire Spread** - *The Enforcement Officer will need to exercise Professional Judgment to assess whether there are any particular features that would adversely affect the normally expected spread of a fire.*

☒ Building Features Which May Assist Fire Spread:  
If Yes, Tick one or more boxes. Details to be provided in relevant part of Part D

☐ Atrium:  
☐ Unprotected voids:  
☐ Unprotected ducts:  
☒ Surface spread of flame:  
☐ Other

Where such features exist

To activate the options

- Tick into the 'Building Features Which May Assist Fire Spread' check box

- Tick the Appropriate check boxes on the right

The value entered is transferred to 'Part C – Page 9' – 'Features which may Assist Fire Spread' field.

**Monitored AFD Present** - *Is the Fire Alarm system connected to a call centre or via an auto-dialler? i.e. can a '999' emergency call be made, other than by the occupants of the building.*

If this is the case

☒ Monitored AFD Present Fire alarm system connected to ARC or auto dialler?

- Click into the 'Monitored ADF Present' check box

The value entered is transferred to 'Part D, Page 20 – 10a' check boxes 'Is there an Automatic Fire Alarm' and 'Is the Alarm linked to a Receiving Station' will be checked

**Fire Warning System** – this is a '**Mandatory**' field - *The Enforcement Officer's aim here is to establish whether or not the standard of the Fire Warning and/or Detection system installed within particular premises is:*

- **Adequate**
- **Less than Adequate** – i.e. the occupants are at a greater risk than those in a similar building which has a standard system
- **More than Adequate** – i.e. the occupants are at less risk than those in a similar building which has a standard system

Fire Warning System:

Adequate

*In most cases the warning system will be standard. Some standards for particular premises are benchmarked in the*

*guidance documents published by the Government. However it should be borne in mind that in some buildings, a shout of 'fire', the provision of rotary gongs or whistles etc may be considered as adequate.*

*For example, an L1 or L2 automatic fire detection system in premises providing treatment or care would be adequate as that is the benchmark expected for this type of occupancy. Similarly, a shout of 'fire' in a small single room factory unit, with minimal numbers, might also be adequate.*

*Similarly, an enhanced fire detection and/or warning system may be present, but where this has been provided to compensate for a deficiency in other areas e.g. the lack of two-door protection to an escape route, the provision should only be considered as adequate as it does not make the building any safer than a standard installation with adequate measures provided elsewhere.*

- Tick into the 'Fire Warning' arrow
- Tick the appropriate option from the drop down list

Adequate

Please select  
More than adequate  
Adequate  
Less than adequate

The value entered is passed to 'Part C, Page 9' – 'Fire Warning Systems' field

**Building Size** – The ‘Building Size’ will be automatically populated from the calculation of the ‘Total Area’ (Building

Building Size: (premises being audited) (see table 12 for floor areas for different occupancy types):

Very Large

Footprint x Occupancy Storeys). (Appendix 5, pg 107). The result within this box will then automatically populate ‘Part C, Page 9’ ‘Risk Fire Safety Management’.

The Enforcement Officer will need to estimate the building or occupancy floor area. Eg. In a five storey single occupied premises with each floor being 100m<sup>2</sup> in area, the total building size would be 500m<sup>2</sup>. Similarly, if the form is being completed for an occupier in a multi occupied premises and that occupier only takes up two floors the figure should be entered as 200m<sup>2</sup>. Compare the above calculated total floor area with the figures given in choosing the row for the correct FSEC occupancy group. (Appendix 5, pg 107). The figure will fall into one of the seven size groups which should be ticked on the Audit form.

**Height of Building/Premises** - Additional fields have been added to this section of the form in order to align to changes to FSEC

‘Total Area’ is a calculation of ‘Building Footprint’ X ‘Occupancy Storey’

‘Total Area’ will update ‘Building Size’ based on the ‘Floor Space Factors Matrix’

**Height of building/premises:**

Maximum height of the building including basements:  Note: Must be a number for FSEC

Total number of levels of basements in building:  Not used in FSEC

Building Footprint:

No of storeys used by this occupier  
Note: Must be a number for FSEC. This is the multiplier field for occupier.  
(Total area) = (Building footprint) x (occupancy storeys)

Enter number of storeys occupied by the organisation covered by this assessment  
e.g. floors 1 and 6 to 8 which would be 4 storeys

Occupancy storeys:

Only complete if multi-occupied  
Specify the actual storeys occupied including basements e.g. floors 5 to 8

Occupancy occupies:

Occupancy basements:

Total Area:

Building footprint x Occupancy storeys

Free text for FSEC

### Maximum Height of Building including Basement

- Enter the ‘Maximum Height of the Building including Basements’. e.g. 2 floors + 1 basement = 3

**Note: This is the FSEC multiplier field for determining ‘Building Size’**

### Total Number of Levels of Basements in Building

- Enter the ‘Total Number of Levels of Basements in Building’.  
e.g. below ground level = 1

Total number of levels of basements in building:  Not used in FSEC

**Building Footprint** – A building footprint is the outline of the total area of a lot or site that is surrounded by the exterior walls of a building or portion of a building, exclusive of courtyards. In the absence of surrounding exterior walls, the building footprint shall be the area under the horizontal projection of the roof.

- Enter the ‘Building Footprint’ in m<sup>2</sup> e.g. 50 m<sup>2</sup> 100 m<sup>2</sup>

Building Footprint:

500

The value entered is transferred to Part D, Page 17 – ‘Ground Floor Area’

### Occupancy Storeys

- Enter the ‘Number of Storeys Occupied by the Organisation covered by this Assessment’ e.g. floors 1 and 6 to 8 which would be 4 Storeys

Occupancy storeys:

3

The value entered is transferred to ‘Part D Page 17’ – ‘Number of Floors’

## Occupancy Occupies

- Only complete is a 'Multi-Occ - Specify the Actual Storeys Occupied by the Organisation including Basements' *e.g. floors 5 to 8* - Note: free text for FSEC

Only complete if multi-occupied

Specify the actual storeys occupied including basements e.g. floors 5 to 8

Occupancy occupies:

Free text for FSEC

## Occupancy Basements

- Enter 'Number of Basement Levels used by this Occupier' where appropriate

Occupancy basements:

## Total Area

- The 'Total Area' will automatically populate from the calculation 'Building Footprint' x 'Occupancy Storeys' and update the 'Building Size' field.

Total Area:

Building footprint x Occupancy storeys

## Residential Property Only

- Indicate what 'Type of Flated Property Forms Part of the Building'

Please Select

Please Select

Traditional Tenement

Modern Flat (After 1935)

House Converted to Flats

## Assessor Details

- Enter the 'Assessor Name', 'Role' and 'Service Number'

Assessor Details	
Name of assessor:	<input type="text" value="D McGovern"/>
Role:	<input type="text" value="Crew Manager"/>
Service No:	<input type="text" value="0827"/>
Signature:	<input type="text"/>

At the top of the page

- Click onto the Part 'B' tab

## ***PART B – Fire Safety Audit (page 4-8)***

This part of the form gathers information to support the 'Fire Safety Audit'. The process of Auditing and Inspecting Premises, Assessing Risks and making Enforcement decisions where appropriate will embody the principles, expectations and methodology of the Enforcement Management Model (EMM) produced by the Health and Safety Executive (HSE), which is considered national best practice. (CFOA(S) has adapted and summarised this model for use by Fire & Rescue Authorities).

The use of the EMM will allow Enforcement Officers to make consistent and fair 'Enforcement' decisions based on clear guidelines, which will be robust if challenged, and auditable.

It is essential that Enforcement Officers continue to use Professional Judgments but if Enforcement Officers deviate from the outcomes of this model then the reasons why should be documented for future reference and consistency of Enforcement Activity.

Once an Initial Enforcement Expectation (IEE) (Appendix 4 pg 108) has been reached, i.e. the outcome of completing Part B of the Fire Safety Audit, in all cases, except compliance level 1, the 'Duty Holder Factors' (Appendix 7 pg 111) should be applied in order to confirm the Enforcement Activity, if the outcome is Compliance level 4 or 5 then the "Strategic Factors" should also be applied. (Appendix 8 pg 112). This means that enforcement action is now more likely in respect of premises which pose the greatest risk to occupants, as the scoring has been amended to achieve this.

The questions in the audit form that relate to those fire safety measures that are deemed to have the greatest influence on the safety of relevant persons (Sections 53 and 54 and schedule 2 and Regulations 3 to 9, 11, 12, 13, 14, 16, 18, 20, 23 and 24) score the highest points for non compliance and have been assigned as the safety critical areas. Within those safety critical areas, 'Regulations 12 (Fire Warning) & 13 (Means of Escape)' are deemed to be the most important and therefore attract the highest scores for non compliance.

These tests will involve a series of questions, relating in the first instance to the 'Duty Holder', that will allow the 'Enforcement' decision to be 'Verified' or 'Modified'. Finally that 'Enforcement' decision will be set against a number of strategic factors to either confirm the decision or establish the need for a management review.

It must be stressed that if the 'Enforcement Action' recommended from the outcome of the 'EMM' is inappropriate, and the 'Enforcement Officer' is considering alternative 'Enforcement Action', guidance should be sought from the relevant 'Line Manager' with the evidence that supports this view. The 'Enforcement Officer' should agree the appropriate 'Enforcement Action' with the 'Line Manager' and based on the evidence provided, if it is agreed that the 'Enforcement Action' requires changing this should be noted with the reasons and attached to the 'Audit Form'.

This is not a procedure in its own right but captures the issues 'Enforcement Officers' consider when exercising their 'Professional Judgment', this reflects the process by which 'Enforcement' decisions are reached.

## Response Validated

☐ Responses validated?

Some of the questions will have a 'Response Validated' check box within Part 'B'. The purpose of this check box is to allow the 'Enforcement Officer' to indicate that the answers given by the 'Duty Holder' during the 'Audit' are 'Validated'. It is intended to reflect positive responses only.

*Example: The Duty Holder says fire extinguishers are regularly serviced and the Officer validates this response by physically checking any documentation and labels on extinguishers during the Audit.*

*It is not intended to validate negative responses; e.g. the Duty Holder says that the extinguishers are not regularly serviced, the Enforcement Officer checks the extinguisher labelling and confirms they are out of date.*

## Compliance Level Value

This displays the 'Points Score' associated to the 'Article and Compliance Level' selected based on the 'Risk Groups'. 'Non-Compliance' against some 'Articles' is deemed to be of a 'Higher Risk' and therefore a 'Higher Weighting' is applied.

*e.g. For an FSEC 'A' Premise*

*Question 12 – Emergency Routes and Exists – Non Compliance – Major Deficiency has a score of 26, whereas in contrast.*

*Question 9 – Elimination in the reduction of Dangerous Substances – Non Compliance – Major Deficiency has a score of 5.*

It is the 'Compliance Level Values' which added together = the 'Total Points Score'.

**All Compliance Levels up to Question 18 are 'Mandatory' fields, Compliance Level and Failure check boxes must be selected. Notes are an optional field to enter Additional Details.**

A value is ascribed to each 'Regulation / Section Compliance Level'; it is these values which are added together to give the 'Total Points Score' and the 'Associated Compliance Level Score'.

A 'Calculation' detects a 'Deficiency Count' if this is less than '1' then (i.e.) No 'Failure' check box has been checked a validation error will be generated on Completion informing the user that a 'Failure' must be entered.

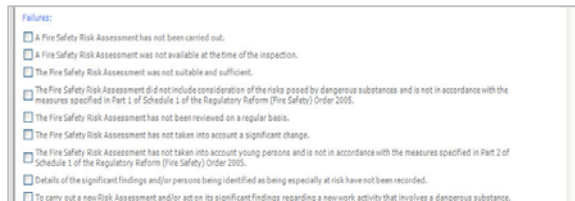


## Failure Boxes

Are used to show why the premises were not compliant under a particular Article(s)

If the 'Compliance Level' is set to: 'Broadly Compliant', 'Non Applicable' or the default of 'Please Select' is selected the 'Failures' check boxes will be Disabled – Go to the next Question.

If the 'Compliance Level' is set to: 'Non-Compliant', 'Non-Compliant Minor Deficiencies/Risk', 'Non-Compliant Major Deficiencies/Risk', the 'Failures/Deficiencies' the question is now '**Mandatory**' and the check boxes will be Enabled.



The Associated '**Notes**' field is '**Non-Mandatory**' and details can be entered despite what is chosen from the drop down list.



## PAGE 4:

Remember... within this section of the Audit Form (Pages 4 to 8): If 'Non-Compliant Minor/Major' is chosen – this then becomes a '**Mandatory**' field and Enables the 'Failures' check boxes - you 'MUST' select one or more of the 'Failures'.

The 'Notes' field is optional – this is a '**Non-Mandatory**' field and at any time additional information can be entered.

### Question 1 – Fire Safety Risk Assessment: Fire (Scotland) Act 2005 as amended – Sections 53 & 54. Fire Safety (Scotland) Regulations 2006 – Regulations 3-9 and Regulation 18 (**Mandatory**)

**Safety Critical** – Has a process of 'Fire Safety Risk Assessment' been carried out for the 'Premises'?

*"The Duty Holder shall make a suitable and sufficient Assessment of the Risks to which Relevant Persons are exposed to identify the Preventive & Protective Measures (PPM)".*

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Enter additional information in the 'Notes' field (optional)
- Go to Question 2

- Click into the 'Failures' check boxes that apply

## Question 2 - Fire Safety Arrangements: Fire Safety (Scotland) Regulation 2006 – Regulation 10 (Mandatory)

**Safety Critical** – Are there Appropriate Fire Safety Arrangements?

*"The Duty Holder shall make... appropriate arrangement... for the effective planning, organisation control, monitoring & review of preventive and protective measures".*

Question 2: Fire Safety Arrangements

Question 2: Safety Critical  
Are there appropriate fire safety arrangements?

Fire Safety (Scotland) Regulation 2006 - Regulation 10.

Areas of consideration:  
\* Effective management attitude to fire safety.  
\* Planning, organisation, control, monitoring and review of fire safety measures  
\* Are arrangements recorded (where applicable).

Compliance Level: Non - Compliant - Major Deficiency/Risk

Compliance Level Value - Question 2: 1

Notes:

Deficiencies:

- ☐ A fire safety policy document has not been prepared.
- ☒ A fire safety policy document was not available at the time of the visit.
- ☒ The fire safety policy document was not suitable and sufficient.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

Broadly Compliant

Please select

Broadly Compliant

Non - Compliant - Minor Deficiency/Risk

Non - Compliant - Major Deficiency/Risk

If 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 3

## Question 3 - Maintenance: Fire Safety (Scotland) Regulation 2006 – Regulation 16 (Mandatory)

**Safety Critical** – Are Fire Safety provisions being adequately maintained?

*"Where necessary in order to safeguard the safety of Relevant Person... the Duty Holder must ensure that the premises and facilities, equipment, devices provided... are subject to a suitable system of maintenance... in an efficient state... in efficient working order and in good repair".*

Question 3: Maintenance of Provisions

Question 3: Safety Critical  
Are fire safety provisions being maintained?

Fire Safety (Scotland) Regulation 2006 - Regulation 16.

Areas of consideration:  
\* Fire systems and equipment subject to suitable systems of maintenance.  
\* Regular testing by competent person(s).  
\* Records being maintained.

Compliance Level: Non - Compliant - Major Deficiency/Risk

Compliance Level Value - Question 3: 1

Notes:

Deficiencies:

- ☐ The structural fire precautions are inadequately maintained.
- ☒ The manual fire fighting equipment is inadequately maintained.
- ☒ The automatic fire fighting equipment is inadequately maintained.
- ☒ The fire alarm system is inadequately maintained.
- ☐ The emergency lighting is inadequately maintained.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

Broadly Compliant

Please select

Broadly Compliant

Non - Compliant - Minor Deficiency/Risk

Non - Compliant - Major Deficiency/Risk

If 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Click onto Page 5 - Go to Question 4

## Page 5:

### Maintenance of Provisions (Mandatory)

Within this section, you need to assess if the maintenance of the Premises are being maintained, to assess if adequate provisions made to provide information to the Employers and Employees and information co-operation and co-ordination between two or more sharing responsibilities or have duties in respect premises:

#### Question 4 - Maintenance of Measures Provided for Protection of Fire Fighters:

#### Fire (Scotland) Act 2005 as amended – Section 59. Fire Safety (Scotland) Regulations 2006 – Regulations 23 (Mandatory)

**Safety Critical** – Are suitable arrangements in place to ensure that Facilities, Equipment and Devices for use by or the protection of Fire-Fighters are maintained in an efficient state, in efficient working order and in good repair.

*"Maintenance of Measures provided for protection of fire-fighters "where necessary... to safeguard the safety of fire-fighters in the event of a fire, the Duty Holder must ensure ... facilities, equipment and devices provided ... use by or protection of fire-fighters ... suitable system of maintenance ... working order and in good repair".*

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 5

## Question 5 - Provision of Information to Employees: Fire Safety (Scotland) Regulations 2006 – Regulation 18 (Mandatory)

**Safety Critical** – Is provision made to provide comprehensible and relevant information to employees? \* Not applicable where no employees (e.g. HMO).

Question 5: Information to Employees

Question 5:  
Is provision made to provide comprehensible and relevant information to employees?

Fire Safety (Scotland) Regulations 2006 - Regulation 18.

Areas of consideration:  
\* Risks to them identified from the fire safety risk assessment.  
\* Fire safety measures.  
\* Appropriate procedures to be taken in the event of an emergency.  
\* Competent persons to secure evacuation.  
\* Young persons controls.  
\* Provide information on dangerous substances.  
\* Reviewed periodically.  
\* Not applicable where no employees (e.g. HMO)

Compliance Level: Non-Compliant

Compliance Level Value - Question 5: 1

Notes:  
Enter Details (optional)

Deficiencies:

- ☒ Failure to provide comprehensible and relevant information to employees on risks identified by the risk assessment.
- ☐ Inadequate comprehensible and relevant information to employees on preventive and protective measures.
- ☐ Failure to provide comprehensible and relevant information to employees on appropriate procedures and drills to be followed in the event of serious and imminent danger.
- ☐ Failure to provide comprehensible and relevant information to employees on persons nominated for fire fighting on the premises and/or assist in evacuation procedures from the premises.
- ☐ Failure to provide comprehensible and relevant information to employees on risks from other occupiers within the same building.
- ☐ Failure to provide the parent (or person with parental responsibility) of the employed child with comprehensible and relevant information on risks identified by the risk assessment.
- ☐ Failure to provide the parent (or person with parental responsibility) of an employed child with comprehensible and relevant information on preventive and protective measures.
- ☐ Failure to provide the parent (or person with parental responsibility) of an employed child with comprehensible and relevant information on risks from other occupiers within the same building.
- ☒ Inadequate comprehensible and relevant information to employees regarding the name and risk from a dangerous substance present at the premises.
- ☐ Inadequate employee access to relevant safety data sheets containing comprehensible and relevant information on a dangerous substance present at the premises.
- ☐ Inadequate comprehensible and relevant information to employees on the legislative provisions that apply to a dangerous substance present at the premises.
- ☒ Failure to provide details to employees on the significant findings of a risk assessment on a dangerous substance present at the premises.

*"The Duty Holder must provide his/her employees with comprehensible and relevant information".*

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 6

## Question 6 – Provision of Information to Employees and the Self-Employed Form Outside Undertakings: Fire Safety (Scotland) Regulations 2006 – Regulation 19 (Mandatory)

**Safety Critical** – Is comprehensible and relevant information provided to employers and employees from outside undertakings?

Question 6: Information to Employees and Self-employed

Question 6:  
Is comprehensible and relevant information provided to employers and employees from outside undertakings?

Fire Safety (Scotland) Regulations 2006 - Regulation 19.

Areas of consideration:  
\* Information provided to employers of any employees from outside undertakings with regard to risks to those employees and fire safety measures.  
\* Employees from outside undertakings provided with appropriate instructions and information regarding risks.  
\* Employers and employees from outside undertakings are given information with regard to evacuation procedures within the relevant premises.

Compliance Level: Non-Compliant

Compliance Level Value - Q6: 1

Notes:  
Enter Details (optional)

Deficiencies:

- ☒ Inadequate provision of comprehensible and relevant information on risks and / or preventive and protective measures to the employer of any employees from an outside undertaking.
- ☒ Inadequate provision of instruction and/or comprehensible and relevant information on risks to an employee from an outside undertaking.
- ☐ Insufficient information provided to the employer of any employees from an outside undertaking to enable that outside employee to identify the nominated person who implements evacuation procedures.
- ☐ Insufficient information provided to persons from an outside undertaking to enable those persons to identify the nominated person who implements evacuation procedures.

*The Duty Holder must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person.*

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 7

## Question 7 – Co-operation and Co-ordination: Fire Safety (Scotland) Regulations 2006 – Regulation 21 (Mandatory)

**Safety Critical** – Is there Co-operation and Co-ordination between the Duty Holders where there are two or more sharing responsibilities or have duties in respect of premises.

Question 7: Co-operation and co-ordination

Question 7:

Is there co-operation and co-ordination between dutyholders where there are two or more sharing responsibilities or have duties in respect of premises?

Fire Safety (Scotland) Regulations 2006 - Regulation 21.

Areas of consideration:

- Co-operation to enable compliance with requirements and prohibitions imposed by or under the Act.
- Reasonable steps taken to enable compliance with requirements and prohibitions imposed by or under the Act.
- Reasonable steps taken to inform other duty holders with regard to risk.
- In case of explosive atmospheres the person with overall responsibility for the premises has taken responsibility to co-ordinate the implementation of all relevant measures to protect relevant persons.

Compliance Level: Non-Compliant

Compliance Level Value - Question 7: 1

Notes: Enter Details (optional)

Deficiencies:

- ☐ Inadequate co-operation with other responsible persons sharing the same premises to comply with the requirements and prohibitions imposed under the Fire Safety (Scotland) Regulations 2006.
- ☒ Inadequate co-ordination with other responsible persons sharing the same premises to comply with the requirements and prohibitions imposed under the Fire Safety (Scotland) Regulations 2006.
- ☐ Failure to inform other responsible persons sharing the same premises of the risks arising out of, or in connection with, your undertaking.
- ☐ Inadequate co-ordination by the person who has overall responsibility for the shared premises for the implementation of all measures required to protect all persons from any risk involving an explosive atmosphere.

Where two or more Duty Holders share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, Take all reasonable steps to co-ordinate necessary measures, and provide information.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 8

## Question 8 – Training: Fire Safety (Scotland) Regulations 2006 – Regulation 20 (Mandatory)

**Safety Critical** – Are employees being adequate training? Not applicable where no employees (e.g. HMO) – This could be used for Drills

*The Duty Holder must ensure that his/her employees are provided with adequate safety training*

Question 8: Training

Question 8: Safety Critical

Are employees given adequate fire safety training?

Fire Safety (Scotland) Regulations 2006 - Regulation 20.

Areas of consideration:

- Induction training.
- On transfer or working with new or changed risks.
- New equipment or change with existing.
- Introduction of new technology.
- New systems of work.
- Emergency procedures.
- Trained periodically.
- Adapted to take account of change.
- Safe handling of dangerous substances.
- Training being delivered by competent persons.
- Evidence of training available.
- Not applicable where no employees (e.g. HMO)

Compliance Level: Non-Compliant - Major Deficiency/Risk

Compliance Level Value - Question 8: 1

Notes: Enter Details (optional)

Deficiencies:

- ☐ Inadequate safety training is provided to employees at the time when they are first employed.
- ☒ Inadequate safety training is provided to employees on their being exposed to a new or increased risk.
- ☐ Inadequate safety training is provided to enable the employees to safeguard themselves and other persons on the premises.
- ☐ Safety training to employees is not repeated periodically.
- ☐ Safety training to employees is not adapted to take account of any new or changed risks.
- ☒ Safety training to employees is not provided in a manner appropriate to the risks identified by the risk assessment.
- ☐ Safety training to employees is not provided during employees working hours.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Broadly Compliant' is selected - Go to the next question

Alternatively, If 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)

- Click onto Page 6
- Go to Question 9

## PAGE 6:

### Question 9 - Dangerous Substances Affecting General Fire Safety: Fire Safety (Scotland) Regulations 2006 – Regulations 11 (Mandatory)

**Safety Critical** – Are arrangements in place to manage the Elimination or Reduction of Risks from Dangerous Substances.

Audit and Data Gathering (Scotland 2009)

Number: 00/0000 Date: 01/10/2009 Additional: 334 Scotland Road  
Dumfries  
Dumfries Galloway...

Description: Throchilid Hotel

Part A | Part B | Part C | Part D

Question 9 - Dangerous Substances affecting General Fire Safety

Question 9, Safety Critical  
Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances?

Fire Safety (Scotland) Regulations 2006 - Regulations 11

Areas of consideration:  
\* Controls to eliminate or reduce risk  
\* Replace dangerous with non dangerous substance  
\* Adequate controls  
\* Control of ignition sources  
\* Mitigate detrimental effects  
\* Safe handling, storage, transportation  
\* Ensuring that conditions necessary for the elimination or reduction of risks are maintained.

Compliance Level: Non - Compliant - Major Deficiency/Risk

Compliance Level Value: 1

Notes: Enter Details (optional)

Deficiencies:  
☒ The risks from a dangerous substance have not been eliminated and/or reduced and/or replaced so far as is reasonably practicable.  
☒ The measures to control the risks and/or mitigate the detrimental effects of fire from a dangerous substance is not in accordance with the measures specified in Part 4 of Schedule 1 of the Regulatory Reform (Fire Safety) Order 2005.  
☒ Arrangements for the safe handling and/or storage and/or transport of dangerous substances and/or waste containing dangerous substances is inadequate.  
☐ Conditions to ensure the elimination and/or reduction of risks have not been maintained.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

Not Applicable

Please select

Not Applicable

Broadly Compliant

Non - Compliant - Minor Deficiency/Risk

Non - Compliant - Major Deficiency/Risk

If 'Not Applicable' or 'Broadly Compliant' is selected - Go to the next question

Alternatively, If 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 10

## Question 10 – Additional Measures for Dealing with Dangerous Substances affecting General Fire Safety: Fire Safety (Scotland) Regulations 2006 – Regulation 15 (Mandatory)

**Safety Critical** – Are there suitable additional emergency measures provided to safeguard all Relevant Persons from accident, incident or emergency related to dangerous situations in or on the premises?

**Question 10: Additional Measures for dealing with Dangerous Substances affecting General Fire Safety**

Question 10:  
Are there suitable additional emergency measures provided to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises?

Note: Not included as Safety Critical as Failure in this Article may mean a failure in Question 12 - Sections 53, 54 & Regulation 13

Fire Safety (Scotland) Regulations 2006 - Regulation 15.

Areas of consideration:  
\* Information on emergency arrangements is available.  
\* Suitable warning and other communication systems are established to support response, remedial actions and rescue operations.  
\* Information provided to accident and emergency services available and displayed at the premises.  
\* Plans are in place for immediate steps to be taken in the event of an incident occurring.  
\* Personal protective equipment, clothing, specialised equipment and plant provided available in case of an incident occurring.

Compliance Level: Non - Compliant

Compliance Level Value: 1

Notes: Enter Details

Deficiencies:

- ☒ Inadequate information is available on emergency arrangements to safeguard persons from dangerous substances involved in an accident, incident or emergency.
- ☒ Inadequate warning and/or other communication systems were established to enable an appropriate response to an accident, incident or emergency involving dangerous substances.
- ☐ Inadequate visual and/or audible warning systems are in place to allow persons to withdraw before any explosive conditions are reached following an accident, incident or emergency involving dangerous substances.
- ☐ Inadequate escape facilities are provided and maintained to ensure that in the event of danger persons can leave the endangered places promptly and safely in the event of an accident, incident or emergency involving dangerous substances.
- ☐ Inadequate information is made available to the emergency services to enable them to prepare a response procedure and/or precautionary plan in the event of an accident, incident or emergency involving dangerous substances.
- ☐ Inadequate information is displayed at the premises to enable the emergency services to undertake an appropriate response in the event of an accident, incident or emergency involving dangerous substances.
- ☐ Inadequate steps have been taken in the event of a fire arising from an accident, incident or emergency involving dangerous substances to mitigate the effects of a fire and/or restore the situation to normal and/or inform those persons who may have been affected.
- ☐ Inadequate safeguards have been implemented to prevent persons entering the affected area without adequate personal protective clothing and/or the necessary safety equipment following a fire arising from an accident, incident or emergency involving dangerous substances.

**Note: Not included as Safety Critical as Failure in this Article may mean a failure in Question 12 - Sections 53, 54 & Schedule 2 and Regulation 13**

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question

Non - Compliant

Please select

Not Applicable

Broadly Compliant

Non - Compliant

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 11

## Question 11 – Safety Assistance: Fire Safety (Scotland) Regulations 2006 – Regulation 17 (Mandatory)

**Safety Critical** – Are there adequate number of competent persons and arrangements in place to assist the Duty Holder in undertaking measures to comply with Chapter 1 duties?

**Question 11: Safety Assistance**

Question 11:  
Are there adequate number of competent persons and arrangements in place to assist the dutyholder in undertaking measures to comply with Chapter 1 duties?

Fire Safety (Scotland) Regulations 2006 - Regulation 17.

Areas of consideration:  
\* Sufficient number of competent persons appointed.  
\* Sufficient training given to competent persons.  
\* Co-operation between appointed persons.  
\* Information given to non-employees.  
\* Information to other employers.  
\* Co-operation between competent persons.

Compliance Level: Non - Compliant

Compliance Level Value: 1

Notes: Enter Details (optional)

Deficiencies:

- ☐ There were insufficient numbers of competent persons appointed to assist in undertaking preventive and protective measures.
- ☒ There was insufficient co-operation between competent persons appointed for the purposes of assisting with preventive and protective measures.
- ☒ There was inadequate time and means provided to enable a competent person appointed for the purposes of assisting with preventive and protective measures to fulfil their function.
- ☐ There was inadequate information and access to information provided to enable an externally appointed competent person to fulfil their function for the purposes of assisting with preventive and protective measures.
- ☐ There was inadequate information regarding employees provided to a competent appointed person to allow them to fulfil their function for the purposes of assisting with preventive and protective measures.
- ☐ To appoint an existing competent employee of the responsible person in preference to a person not in their employment to fulfil the function of assisting with preventive and protective measures.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question.

Non - Compliant

Please select

Not Applicable

Broadly Compliant

Non - Compliant

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 12

## Question 12 – Means of Escape: Fire (Scotland) Act 2005 as amended – Sections 53, 54 & Schedule 2 Fire Safety (Scotland) Regulations 2006 – Regulation 13 (Mandatory)

**Safety Critical** – Is effective 'Means of Escape' provided and maintained?

Question 12: Means of Escape

Question 12: Safety Critical  
Is effective means of escape provided and maintained?

Fire (Scotland) Act 2005 as amended - Sections 53, 54 Schedule 2: Fire Safety (Scotland) Regulations 2006 - Regulation 13.

Areas of consideration:

- \* Emergency routes and exits.
- \* Safe and quick evacuation.
- \* Number and distribution of emergency routes and exits, for relevant persons.
- \* Direction of door openings.
- \* Correct use of revolving doors.
- \* Suitable door fastenings.
- \* Signage.
- \* Emergency lighting.

Compliance Level:

Compliance Level Value:

Notes: Indicate the areas of the premises inspected:

Enter Details (optional)

Deficiencies:

- ☒ The escape routes were obstructed.
- ☐ The escape routes did not lead, as directly as possible, to a place of safety.
- ☐ The escape routes and exits could not be used as quickly and as safely as possible.
- ☐ The number, distribution and / or size of escape routes and exits are inadequate.
- ☒ Emergency doors do not open in the direction of escape.
- ☐ Sliding/revolving doors must not be used for emergency exits.
- ☐ Fire exits and doors on escape routes could not be easily and immediately opened from the inside.
- ☐ The escape routes were not provided with adequate signage.
- ☒ The escape routes were not adequately lit.
- ☐ The escape routes did not have adequate emergency lighting in case of failure of normal lighting circuits.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

Broadly Compliant

Please select

Broadly Compliant

Non - Compliant - Minor Deficiency/Risk

Non - Compliant - Major Deficiency/Risk

If 'Broadly Compliant' is selected - Go to the next question

Alternatively, If 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 13

## Question 13 – General Fire Safety: Fire (Scotland) Act 2005 as amended – Sections 53, 54 & Schedule 2 (Mandatory)

**Safety Critical** – Have Reasonable Measures been taken to reduce the Risk of Fire?

*Areas of Consideration... Standard of Housekeeping, Storage, Control of Flammable and Combustible Materials, Security against Fire Raising, Fittings and Contents, Use of Equipment and Procedures, Portable Electrical Equipment subject to PAT...*

Question 13: General Fire Safety

Question 13: Safety Critical  
Have reasonable measures been taken to reduce the spread of fire?

Fire (Scotland) Act 2005 as amended - Sections 53, 54 Schedule 2.

Areas of consideration:

- \* Standard of housekeeping
- \* Storage
- \* Control of flammable and combustible material
- \* Security against fire-raising
- \* Fittings and contents
- \* Use of equipment and processes
- \* Portable electrical equipment subject to PAT

Compliance Level:

Compliance Level Value:

Notes:

Enter Details (optional)

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Broadly Compliant' is selected  
- Go to the next question

Broadly Compliant

Please select

Broadly Compliant

Non - Compliant - Minor Deficiency/Risk

Non - Compliant - Major Deficiency/Risk

Alternatively, if 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 14



## Question 14 – General Fire Safety: Fire (Scotland) Act 2005 as amended – Sections 53, 54 & Schedule 2 (Mandatory)

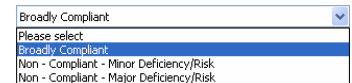
### Safety Critical – Have Reasonable Measures been taken to reduce the Spread of Fire?

Areas of Consideration: Fire Spread Potential has been considered and where appropriate, measures taken in terms of Compartmentation, Separation, Internal Linings, Cavities, Fire Spread on External Walls...



- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Broadly Compliant' is selected -  
Go to the next question



Alternatively, if 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

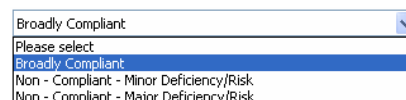
- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 15

## Question 15 – Fire Warning Arrangements: Fire (Scotland) Act 2005 as amended – Sections 53, 54 & Schedule 2. Fire Safety (Scotland) Regulations 2006 – Regulation 12 (Mandatory)

### Safety Critical – Are effective Fire Warning Arrangements provided?



- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list



If 'Broadly Compliant' is selected - Go to the next question

Alternatively, if 'Non-Compliant – Major Deficiency/Risk' or 'Non-Compliant – Minor Deficiency/Risk' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to the Page 7
- Go to Question 16

## PAGE 7:

### Question 16 – Fire Fighter Equipment (FFE): Fire (Scotland) Act 2005 as amended – Sections 53, 54 & Schedule 2 Fire Safety (Scotland) Regulations 2006 – Regulation 12 (Mandatory)

**Safety Critical** – Are effective Fire-Fighting Equipment (FFE) arrangement provided?

Where necessary...the Duty Holder must ensure that the Premises are equipped with appropriate...Fire-Fighting equipment.

- Click onto the 'Compliance Level' arrow
- Select one of the options drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question.

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 17

### Question 17 – Evacuation: Fire (Scotland) Act 2005 as amended – Sections 53 & 54. Fire Safety (Scotland) Regulations 2006 – Regulation 14 (Mandatory)

**Safety Critical** – Are there appropriate procedures for serious and imminent danger from Fire and for Danger Areas? (including Safety Drills)

The Duty Holder must establish where necessary give effects to...procedures...to be followed in the event of serious imminent danger to Relevant Persons, nominate...competent persons to implement procedures, inform instruct Relevant Persons concern.

- Click onto the 'Compliance Level' arrow
- Select one of the options from the drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question.

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)
- Go to Question 18

## Question 18 – Duties of Employees at Work: Fire (Scotland) Act 2005 as amended – Section 56 Fire Safety (Scotland) Regulations 2006 – Regulation 22 (Mandatory)

**Safety Critical** – Are Employees carrying out there General Duties while at Work?

**Question 18 - Duties of Employees at Work**

Are employees carrying out their general duties while at work?

Duties of employees at work:  
Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard.

Areas of consideration:  
\* Reasonable care being taken by employees to prevent harm to others who may be affected by their acts or omissions at work.  
\* Employees co-operate with their employer to enable compliance with any duty or requirement.  
\* Are hazards identified by the employee reported to the employer or other employee with specific responsibility for safety?

Compliance Level: **Non - Compliant**

Compliance Level Value - Q. 18: **1**

Notes: **Enter Details (optional)**

Deficiencies:

- ☒ An employee failed to take reasonable care for the safety of his / her self and/or other relevant persons who were affected by his / her acts or omissions at work.
- ☒ An employee failed to co-operate with his employer which would have enabled the employer to comply with a duty or requirement imposed under the Regulatory Reform (Fire Safety) Order 2005, so far as is necessary.
- ☐ An employee failed to inform his employer or a person with specific responsibility for the safety of his fellow employees of a work situation that represented serious or imminent danger to safety.
- ☐ An employee failed to inform his employer or a person with specific responsibility for the safety of his fellow employees of a matter that represented a shortcoming in the employers protection arrangements for safety.

*Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any employees with specific responsibility for the safety of his fellow employees of any hazard.*

- Click onto the Compliance Level arrow
- Select one of the options drop down list

If 'Not Applicable' or 'Broadly Compliant' is selected – go to the next question.

**Non - Compliant**

Please select  
Not Applicable  
Broadly Compliant  
Non - Compliant

Alternatively, if 'Non-Compliant' is selected – The 'Failure' check boxes are now 'Enabled' and 'Mandatory'.

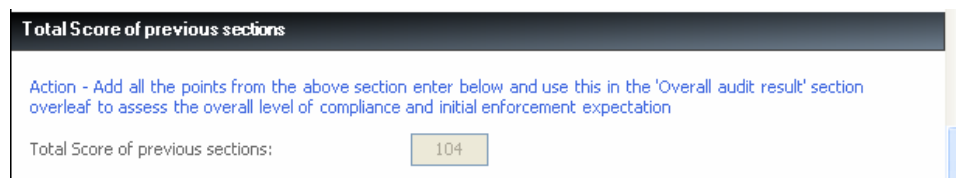
- Click into the 'Failures' check boxes that apply
- Enter additional information in the 'Notes' field (optional)

To get an accurate outcome of the Compliance Levels for the Premises, all sections that have been completed will be added together and divided by the number of sections answered which will give you the Overall Audit Results Compliance Level to assist the Overall Level of Compliance and Initial Enforcement Expectation.

## Total Score of Previous Sections

This section calculates the 'Relevant Risks' and gives you the 'Compliance Level' to be used to provide a score in 'Fire Safety Management (Compliance Level Score)' Take forward to part 'C'

You will be directed to the appropriate 'Flow Chart' depending on the 'Compliance Level Score' .



**Total Score of previous sections**

Action - Add all the points from the above section enter below and use this in the 'Overall audit result' section overleaf to assess the overall level of compliance and initial enforcement expectation

Total Score of previous sections:

The 'Total Points Score' is the accumulation of all 'Compliance Level Values' previously entered. This is calculated by the system and the values associated to the different 'Risk Groups'.

The 'Highest Total Score' differs for each group

<b>Group A</b>	The majority of sleeping risks where the occupants are unfamiliar with the building. (the Higher Risk Premises)	can score a maximum of 123 points
<b>Group B</b>	Flats where the occupants are familiar with the layout and licensed premises.	104 points
<b>Group C</b>	Educational/leisure facilities and shops where the most of the occupants are not familiar with the layout.	83 points
<b>Group D</b>	Workplaces where the occupants are familiar with the layout.	72 points (lower risk premises)

## Scoring Matrix - Initial Enforcement Expectation (IEE)

This 'Cumulative Score' is then used in the 'Initial Enforcement Expectation' table below; this will give the 'Enforcement Officer' the recommended 'Enforcement Action'. (Appendix 4, pg 111)

Compliance Level 1	Compliance Level 2	Compliance Level 3	Compliance Level 4	Compliance Level 5
Score of 0-25	Score of 26-35	Score of 36-45	Score of 46-55	Score of 56 plus
Broadly Compliant Inform & Educate	Notification of Minor Deficiencies	Notification of Deficiencies	Enforcement Notice	Enforcement Notice 'Fast Track' with short timescale

### Notes:

- Action Plan is not an 'Initial Enforcement Expectation', this maybe an outcome of applying the 'EMM Duty Holder Factors' table (Appendix 7, pg 111)
- There is no requirement to apply the 'EMM' principles for 'Broadly Compliant'
- Time scale to be set by individual and consider 'Prosecution'.
- The outcome of 'Prohibition' has now been excluded and should be dealt with separately in accordance with current 'Service Policy'
- \*\*'Enforcement Notice, Fast track' This refers to the issuing of an 'Enforcement Notice' as a matter of urgency. 'Fast Track' indicates the necessity for shorter time scales to issue a notice and perhaps without the normal consultation process as required virtue of 'FSA Section 64(5)'. These consultations can often be undertaken by phone or e-mail to accelerate the process and serve the notice as soon as possible. With a compliance level 5 the 'Enforcement Officer' would normally consider setting relatively short timescales but should also take account of the relevant circumstances, risk, amount and type of work required etc. (Appendix 4, pg 108)
- By virtue of 'FSA Section 64(2)(c)' no less than '28 days' can be given for the 'Duty Holder' to take the steps required by an 'Enforcement Notice'.
- It should be noted that an 'Enforcement Outcome' of an 'Action Plan' is not an 'Initial Enforcement Expectation'; this is an outcome of applying the 'EMM Duty Holder Factors'. (Appendix 7, pg 111)

## Application of the Enforcement Management Model (EMM)

In all cases except 'Compliance Level 1' apply the 'Duty Holder Factors' (Appendix 7, pg 111) to the 'Initial Enforcement Expectation' (IEE) (Appendix 4, pg 108) of the 'Enforcement Management Model' (EEM) in order to confirm the 'Enforcement Activity', if the outcome is 'Compliance level 4 or 5' then the 'Strategic Factors' (Appendix 8, pg 112) should also be applied.

Once the 'Enforcement Activity' is confirmed the following monitoring is normally recommended

- **Broadly Compliant** - Educate & Inform - no Follow-Up required
- **Notification of Minor Fire Safety Deficiencies** – Follow-Up not normally required
- **Notification of Fire Safety Deficiencies** – Follow-Up may be required (however this may not be required by all FRA's, see relevant Authority Policy as this will vary)
- **Action Plan** – Follow-Up always required
- **Enforcement Notice** - Follow-Up always required
- **Enforcement Notice 'fast track'** - close monitoring and Follow-Up action always required. Additionally consider prosecution after applying both Duty Holder (Appendix 7, pg 111) and Strategic Factors (Appendix 8, pg 112)

In the left hand column - Click onto Page 8

## PAGE 8:

### Outcome of Audit

Compliance Level 1	Score of 0-25	Broadly Compliant Inform Educate	Initial Enforcement Expectations (IEE) Appendix 4 Page 108
Compliance Level 2	Score of 26-35	Notification of Minor Deficiencies	
Compliance Level 3	Score of 36-45	Notification of Major Deficiencies	
Compliance Level 4	Score of 46-55	Enforcement Notice	
Compliance Level 5	Score of 56-Plus	Enforcement Notice "Fast Track" with short timescale	

A 'Calculation' is applied to the 'Compliance Level Score' to return the correct 'Level of Compliancy'.

**Audit and Data Gathering (Scotland 2009)**

Number: DD/00006 Date: 01/10/2009 Additional: 334 Scotland Road  
Description: Throstles Nest Hotel Dumfries Galloway  
Scotland

Part A | Part B | Part C | Part D

**Outcome of Audit**

Initial Enforcement Expectation (IEE)

Compliance Level 1	Score of 0-25	Broadly Compliant Inform Educate
Compliance Level 2	Score of 26-35	Notification of Minor Deficiencies
Compliance Level 3	Score of 36-45	Notification of Deficiencies
Compliance Level 4	Score of 46-55	Enforcement Notice
Compliance Level 5	Score of 56 plus	Enforcement Notice "Fast track" with short timescale

Compliance Level Score: Compliance level 5 (56+)

☐ Inform and Educate  
☐ Notification of Deficiencies  
☒ Enforcement Notice

The 'Compliance Level Score' will automatically appear in the box

In this example the 'Compliance Level' is 'Compliance Level 5 (56+)'

And the 'Enforcement Notice' check box has been selected

**The following Articles DO NOT attract a Score and are for Information ONLY (primarily to inform Government IRMP Returns) however, these issues should be considered when applying the EMM.**

Notification of Deficiencies – 1 2 3

Enforcement Notice – 4

Probation Notice – 5

## Initial Expectation – Notification of Deficiencies

Depending how you answer these questions will define what Notices will be given to the 'Occupier'. If the 'Consider Prosecution', 'Enforcement Notice' boxes are ticked, 'WAND2' will direct you to 'Strategic Factors Flow Chart' (Appendix 8 pg 112)

### Relevant Enforcement History

- Click onto the 'Relevant Enforcement History' arrow
- Select the options that applies from the drop down list

### Relevant Incident History

- Click onto the 'Relevant Incident History' arrow
- Select the options that applies from the drop down list

### Deliberates or Inadvertent Non Compliance

- Click onto the 'Deliberates or Inadvertent Non Compliance' arrow
- Select the options that applies from the drop down list

### Financial Advantage Sought

- Click onto the 'Financial Advantage Sought' arrow
- Select the options that applies from the drop down list

### Level of Perceived Harm / Risk

- Click onto the 'Level of Perceived Harm / Risk' arrow
- Select the options that applies from the drop down list

### Standard of General Conditions

- Click onto the 'Standard of General Conditions' arrow
- Select the options that applies from the drop down list

### Co-Operation / Attitude of the Duty Holder

- Click onto the 'Co-Operation / Attitude of the Duty Holder' arrow
- Select the options that applies from the drop down list

Once Selected

- Select the 'Initial Enforcement Expectation' check box(s) that apply.

## Initial Enforcement Expectation – Enforcement Notice (Appendix 4 pg 108)

### Relevant Enforcement History

- Click onto the 'Relevant Enforcement History' arrow
- Select the options that applies from the drop down list

### Relevant Incident History

- Click onto the 'Relevant Incident History' arrow
- Select the options that applies from the drop down list

### Deliberates or Inadvertent Non Compliance

- Click onto the 'Deliberates or Inadvertent Non Compliance' arrow
- Select the options that applies from the drop down list

### Financial Advantage Sought

- Click onto the 'Financial Advantage Sought' arrow
- Select the options that applies from the drop down list

### Level of Perceived Harm / Risk

- Click onto the 'Level of Perceived Harm / Risk' arrow
- Select the options that applies from the drop down list

### Standard of General Conditions

- Click onto the 'Standard of General Conditions' arrow
- Select the options that applies from the drop down list

### Co-Operation / Attitude of the Duty Holder

- Click onto the 'Co-Operation / Attitude of the Duty Holder' arrow
- Select the options that applies from the drop down list

### Once Selected

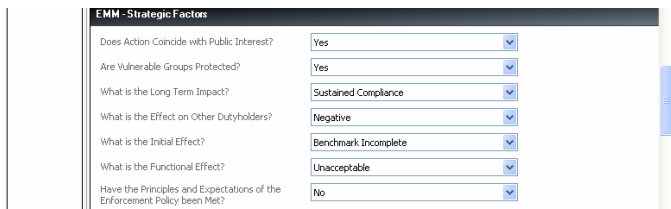
- Select the 'Initial Enforcement Expectation' check box(s) that apply.

- ☐ Action Plan
- ☐ Enforcement Notice
- ☒ Enforcement Notice 'FAST TRACK' and consider Prosecution



## EMM – Strategic Factors *(Appendix 8 pg 112)*

### Does Action Coincide with Public Interest



EMM - Strategic Factors	
Does Action Coincide with Public Interest?	Yes
Are Vulnerable Groups Protected?	Yes
What is the Long Term Impact?	Sustained Compliance
What is the Effect on Other Dutyholders?	Negative
What is the Initial Effect?	Benchmark Incomplete
What is the Functional Effect?	Unacceptable
Have the Principles and Expectations of the Enforcement Policy been Met?	No

- Click onto the 'Does Action Coincide with Public Interest' arrow
- Select the options that applies from the drop down list



Yes
Please Select
No
Yes

### Are Vulnerable Groups Protected

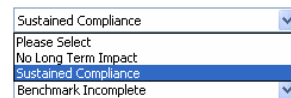
- Click onto the 'Relevant Incident History' arrow
- Select the options that applies from the drop down list



Yes
Please Select
No
Yes

### What is the Long Term Impact

- Click onto the 'What is the Long Term Impact' arrow
- Select the options that applies from the drop down list




Sustained Compliance
Please Select
No Long Term Impact
Sustained Compliance
Benchmark Incomplete

### What is the Effect on Other Duty Holders

Click onto the 'What is the Effect on Other Duty Holders' arrow

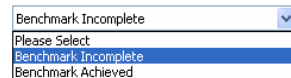
- Select the options that applies from the drop down list



Please select
Please select
Negative
Positive

### What is the Initial Effect

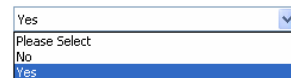
- Click onto the 'What is the Initial Effect' arrow
- Select the options that applies from the drop down list



Benchmark Incomplete
Please Select
Benchmark Incomplete
Benchmark Achieved

### What is the Functional Effect

- Click onto the 'What is the Functional Effect' arrow
- Select the options that applies from the drop down list



Yes
Please Select
No
Yes

Depending on your answers will define the next course of action

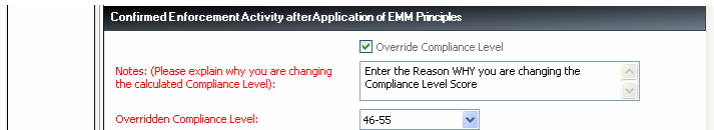
**Note:** These selections are manual and do not carry out any automated calculation, they have been included to provide an Audit trail to show that the EMM process has been followed when arriving at a decision what action needs to be taken as a result of the Audit.

## Confirmation Enforcement Activity after Application of EMM Principles

### Override Compliance Level (Mandatory)

The 'Override Compliance Level' check box – is selected only if you do not agree, with good reason, with the original 'Compliance Level Score'.

If this is the case



- Tick into the 'Override Compliance Level' check box

☒ Override Compliance Level:

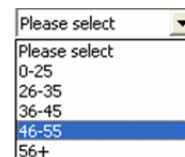
The Notes box will now be activated and the 'Notes: (Please explain why you are changing the calculated Compliance Level):' text will be in **RED**. This is now a '**Mandatory Field**' and a brief statement which refers to the 'Reasons from Variation from the Outcome of EMM Process' must be entered in the 'Notes' field. Use the 'Contemporaneous Notes', for further clarification.

- Enter a 'Brief Statement' on why you have 'Override Compliance Level'

This function is provided to allow the 'Enforcement Officer' to exercise 'Professional Judgement' and where in his/her opinion the outcome of the 'Audit' is incorrect and the 'Compliance Level' needs to be adjusted up or down.

The 'Overridden Compliance Level' is now a '**Mandatory**' field

- Click onto the 'Overridden Compliance Level' arrow
- Select a 'New Compliance Level' from the drop down list



### Final Compliance Level

- The 'Confirmed Enforcement Activity' will appear in the check box

Final Compliance Level: Compliance level 4 (46-55)

The 'Final Compliance Level' will reflect the 'Compliance Level' unless the 'Compliance Level' has been 'Overridden' then it will reflect the 'Overridden Compliance Level'.

As you can see in the 'Final Compliance Level' check box the Score has now changed.

The 'Final Compliance Level' updates 'Part C – Page 9 (1<sup>st</sup> field)'.

As you can see here in this example:

#### The Original 'Final Compliance Level' was

- 'Compliance Level 5 (56+)'

Final Compliance Level:

#### This has given an 'Initial Enforcement Expectation' of

- 'Enforcement Notice - Fast Track' and 'Consider Prosecution'

#### When the Compliance Level is Overridden – in this case a lower score...

Overridden Compliance Level:

#### The New 'Final Compliance Level' is now

- 'Compliance Level 4 (46-55)'

Final Compliance Level:

#### This has given an 'Initial Enforcement Expectation' of

- 'Enforcement Notice'

**If you do change the Compliance Level - This must be agreed with your Line Manager.**

#### Enforcement Officer

If any variation from the outcome of the 'EMM Process' is considered by the 'Enforcement Officer' this should be agreed with their 'Line Manager', if justified and agreed, the reasons for this should be recorded in the box provided.

Signature of Enforcement Officer:

Date: ☒ 17/09/2009

- Enter the 'Name of the Enforcement Officer'
- Tick into the 'Date' check box

#### Fire Safety Manager

If Compliance Level was changed

Signature of Fire Safety Manager:   
(Following management review where necessary)

Date: ☒ 21/09/2009

- Enter the 'Name of the Line Manager'
- Tick into the 'Date' check box

At the top of the page, 'Click onto the Part 'C' tab

# PART C - Calculation of Relative Risk Risk Level (page 9 – 11)

This section of the 'Audit Form' is used to bring together numerical values from the previous parts. There are a series of other questions, relating to unwanted 'Fire Signals', 'Local Fire Setting' and 'Sprinkler Provision' among others where a numerical value is either entered or automatically brought forward from other parts.

The time period needs to be considered when completing this part of the form, as the responses you enter are from the time of the last Audit or 3 years, which ever is the shortest. 'Professional Judgment' will be required by competent 'Enforcement Officers' to determine the 'Life' and 'Relative Risk rating' each premises presents. 'Relative Risk' is the comparison made between different types of buildings across the '17 FSEC' (Fire Services Emergency Cover model - provided to 'FRA's' by the Government) (Appendix 1, Page 105) categories. Once the 'FSEC' code is determined the 'Enforcement Officer' will know from using (Appendix 2 & 3, pg 106 - 107) what 'Inspection Group' the premises falls within.

These groups are determined by the risks they share and also the 'Fire Safety Guidance' that applies to them.

## PAGE 9:

### Management and Other Issues

**Fire Safety Management (Compliance Level Score)** - The system will automatically carry over the Compliance Level score determined from Section B, result of Audit. If no Part B has been completed, select Fire Safety Management Not Assessed (code x) this should default to a zero score.

Fire Safety Management (Compliance Level Score)  
If no Part B carried out select X = 0 Score:

Below Average

**Note: The Compliance Level score of 1-5 generates a different score within the calculation. A points value is associated to each compliance level for example Compliance Level 1 – Well above average is ascribed a points score of -2 whereas Compliance Level 4 – Below Average is ascribed a point's score of 1.**

Audit and Data Gathering (Scotland 2009)

Number: 00/00005 Date: 01/10/2009 Additional: 324 Scotland Road  
Dumfries Galloway  
Scotland

Description: Throbbles Nest Hotel

Page 9

Page 10

Page 11

Part A | Part B | Part C | Part D

Management and Other Issues

Fire Safety Management (Compliance Level Score)  
If no Part B carried out select X = 0 Score: Below Average

History of Fires: Yes, 1 or More in the Last 3 Years

Unwanted Fire Signals: Yes, 1 or More in the Last 3 Years

Known Fire Setting Activity in the Area: Yes, 1 or More in the Last 3 Years

Features which may Assist Fire Spread: Yes

Fire Loading which is likely to Assist with Fire Spread: Higher than Average for the Occupancy

Access for Fire Fighting: Poorer than Average for the Occupancy

Water Supplies: Average for the Occupancy

Total Number of People in Premises at Peak Time: More than 100

SUB TOTAL (A): 1.9

Calculate or Auto Calculate

**History of Fires** - Do not rely entirely on recorded figures, as the premises may have had smaller fires not reported to the FRS.


- Click onto the 'History of Fires' Arrow
- Select the Option that applies from the drop down list

None  
Please Select  
None  
Yes, 1 or More in the Last 3 Years

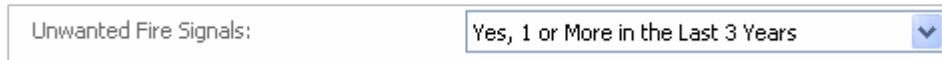
History of Fires: Yes, 1 or More in the Last 3 Years

**Unwanted Fire Signals** - Similar to fires, check whether a Premise has had any incidence of unwanted fire alarm signals, in addition to those recorded by the FRA.

- Click onto the 'Unwanted Fire Signals' Arrow
- Select the Option that applies from the drop down list



A dropdown menu with the following options: None, Please Select, None (highlighted), Yes, 1 or More in the Last 3 Years.



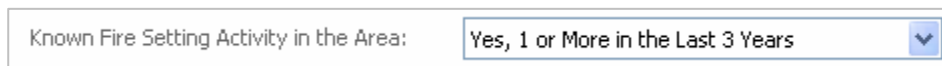
Unwanted Fire Signals: Yes, 1 or More in the Last 3 Years

**Known Fire Setting Activity in the Area** - A history of local fire setting, even if only recorded as FDR3 fires will suggest an increased risk of deliberate ignition. Where such activity is known, however, this should be discussed further with the Duty Holder giving general deliberate Fire raising, to ensure that the premises, and ultimately the safety of those persons resorting are not adversely affected.

- Click onto the Known Fire Setting Activity in the Area Arrow
- Select the Option that applies from the drop down list



A dropdown menu with the following options: None, Please Select, None (highlighted), Yes, 1 or More in the Last 3 Years.



Known Fire Setting Activity in the Area: Yes, 1 or More in the Last 3 Years

### Features Which May Assist with Fire Spread

This question will be greyed out with a value already entered, if this is the case, the value has been updated from - Part A – Page 3...



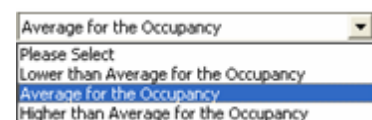
Features which may Assist Fire Spread: Yes

**Fire Loading Likely to Assist with Fire Spread** - Enforcement Officers should use their professional judgement to assess the potential for Fire Spread. Matters to be taken into account are:

- Compartmentation within the building.
- Surface linings.
- Presence of combustible materials and substances.
- Lack of fire resistance or lack of maintenance of existing provisions.
- Presence of flammable vapours, dusts or other materials.

Once assessed, this should be compared to the generic type of risk normally associated with that occupancy type. e.g. the presence of flammable vapour in a petroleum storage depot can be considered as normal for that occupancy, but a similar situation in a hardware shop would be classified as high.

- Click onto the 'Fire Loading Likely to Assist with Fire Spread' Arrow
- Select the Option that applies from the drop down list



A dropdown menu with the following options: Average for the Occupancy, Please Select, Lower than Average for the Occupancy, Average for the Occupancy (highlighted), Higher than Average for the Occupancy.



Fire Loading which is likely to Assist with Fire Spread: Higher than Average for the Occupancy

**Access for Fire-Fighting and Water Supplies** - *It is not the intention for the Enforcement Officer to utilise Professional Judgement to make an initial assessment, for the purposes, of the suitability of the water supplies, and access for fire appliances.*

- Click onto the 'Access for Fire-Fighting and Water Supplies' Arrows
- Select the Option that applies from the drop down list

Average for the Occupancy  
Please Select  
Lower than Average for the Occupancy  
Average for the Occupancy  
Higher than Average for the Occupancy

Access for Fire Fighting:	Poorer than Average for the Occupancy
Water Supplies:	Poorer than Average for the Occupancy

*It should be remembered that the data collected will have an overall influence on the risk presented by any particular premises, and where these two factors cannot be ascertained, the default indication should be 'average'.*

**Total Number of People in the Premises at Peak Time** - Simply tick the appropriate check box. *This question is directed at the maximum likely, or known, number of people in the unit or overall building depending on the whether the audit is for the whole building or a particular occupier.*

**This is not the same question as in Part A which relates to the Occupancy of Largest Compartment etc.**

- Click onto the Total Number of People in the Premises at Peak Time Arrow

Total Number of People in Premises at Peak Time: More than 100

**Sub Total A** – auto calculated.

SUB TOTAL (A):  
Calculate or Auto Calculate

1.9

All values entered in Part C – Management and other issues hold an associated value it is this point's value that is added to give the figure in Sub Total A

## Building and Occupant Features

### Building Size (premises being audited)

Building and Occupant Features	
Building Size: (see table for floor areas for different occupancy types):	Extremely Small

completed correctly. The data includes 'Building Size', the 'Mobility of the Occupants', 'Sprinkler Coverage' and 'Fire Warning Systems'.

All the rest of the information in this section is brought forward automatically from other parts of the form if these sections have been

'Building Size' will be pre-calculated based on the 'Floor Space Factors' – (Appendix 5 – Pg 109)

Description of Occupants: Predominant Type:	Untypically Vulnerable for this Type of Occupancy
---	---

Fire Warning System:	Adequate
----------------------	----------

<input checked="" type="checkbox"/> Is there an Extract or Positive Pressure Smoke Control System covering M of and / or Common Areas?
--

If these sections have been completed correctly. All the information in 'Warning System', 'Smoke Control System' and 'Operational Sprinkler System' is brought forward automatically from part A – page 3 of the form.

Is there an Operational Sprinkler System Installed and Maintained in Working Order?	Yes, 60% Coverage
---	-------------------

### Sub Total B – automatically calculated

SUB TOTAL (B):	-7.3
Calculate or Sub Calculate	

All values entered / evident in 'Part C – Building and Occupant Features' hold an associated value it is this point's value that is added to give the figure in 'Sub Total B'

## Calculation of Relative Risk Level

### Life Risk Score

Is a calculation that add 'Sub Total A' and 'Sub Total B'

#### Calculation of Relative Risk Level

Life Risk Score (A brought forward + B):

-5.4

### Relative Risk Rating (2 to 8)

Relative Risk Rating (2 to 8):

3.3

An example of the 'Relative Risk Calculation'

IF (abs (Life risk score >= 1), (LOG10(life risk score \* Fire frequency figure \* 1000), (LOG10((fire frequency figure \* 1000) - (life risk score))))

Example if the Life Risk Score = **9.9** and **-11.3** of a FSEC **D** premise  
(Fire frequencies for FSEC D = 106)

The calculation of Relative risk is then as follows

Positive Life Risk Score = **9.9**  
 $9.9 * 106 * 1000 = 1049400$  Log = Relative Risk = **6.02**

Negative Life Risk Score = **-11.3**  
 $106 * 1000 = 106000 / 11.3$  Log = Relative Risk = **3.9**

### Relative Risk Level (VL to VH)

Another calculation is performed which converts the relative 'Risk Rating' (figure) to the associated 'Risk Level' which applies the 'Relative Risk Level Matrix'. An output binding exists that updates the 'Premises Record Card' with the 'Risk Level'.

Risk Level (VL to VH please note graphic equaliser reviewed May 2008);

L

### Signature of Assessor - Inspector

- Enter the 'Signature of Assessor – Inspector'
- Enter the 'Date'
- Tick the 'Date' check box to confirm the date entered is correct

Signature of Assessor - Inspector:

John Wilson

Date:

☒ 01/10/2009

Signature of Fire Safety Manager: (Following Management Review Where Necessary):

Date:

☐ 01/10/2009

### Signature of Fire Safety Manager

- Enter the 'Signature of Fire Safety Manager'
- Enter the 'Date'
- Tick the 'Date' check box to confirm the date entered is correct

In the left hand column

- Click onto Page 10



## PAGE 10:

### Professional Judgement / Contemporaneous Notes



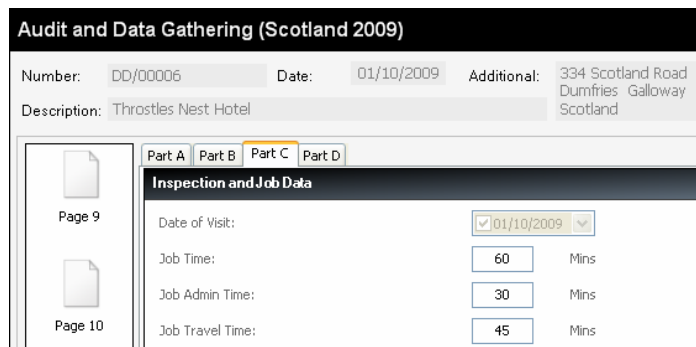
You can enter any 'Contemporaneous Notes' regarding the premises, reasons why the 'Compliance Level' was changed etc...

In the left hand column

- Click onto Page 11

## PAGE 11:

### Inspection and Job Data



The system will automatically enter and tick the 'Date' in the 'Date of Visit'

- Enter - in Minutes - Job Time
- Enter - in Minutes - Admin Time
- Enter - in Minutes - Travel Time

Even if the 'Job' is a 'Follow-Up Job' still enter the 'Time' (in minutes) it took to do the 'Job'

Reason, each 'Audit' can have at least two or three 'Follow-Up Jobs' attached to it, all the time spent on each 'Job', within that 'Audit' on that 'Premises' need to be calculated. The overall total of 'ALL the Jobs', for the 'Audit' will show in the 'Inspection and Visits' window in the 'Premises Record Card'.

**Note: Once an 'Inspection' is closed, 'All' time spent on doing a 'Job' (Inspections and Visits > Follow-Up Jobs...) including 'Admin' and 'Travel' and the time spent with associated 'Enforcement', 'Prosecution' or 'Alteration Notice' that are associated with the 'Inspection', will all be calculated together to give the overall total of the time spent on an 'Inspection'.**

## Follow-Up Job

If the audit form is incomplete a 'Follow-Up Job' should be created.

- In the 'Inspection – Audit Complete'
  - Click onto the '**NO**' button
- Follow-up Job
- Job Due Date:
- Inspection - Audit Complete: Only indicate 'Yes' when all work / re-audits have been completed:
- ☒ Create Follow-up Job? (linked to existing inspection)
- ☒ 15/10/2009
- ☐ Yes
- ☒ No

This will activate the 'Create Follow-up Job' check box

- Click into the 'Create Follow-up Job' check box
- Click onto the 'Job Due Date' arrow
- Select and double click onto the 'Date' for the 'Follow-Up Job'
- Tick into the check box to confirm this 'Date'

☒ 15/10/2009

☐ ☒

October 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 01/10/2009

When you '**Check-In**' (pg 93) the '**Follow-Up** Job' to the 'DataStore' (follow instructions from page 92) the system will update the 'Premises Record Card'. It will not close the actual Inspection it will add another job to the Inspection (pg 94)

In the 'Premises Record Card' > 'Inspection and Visits' window > the 'Job' that you was allocated has updated the 'Created', 'Started Date' and the 'Inspection Times' but has not entered a 'Finish Date'.

Inspections and visits										Rejise...
Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer		Remove...
16 09 2009			CLAD	0	0	0	L	All - Brown A		View...

This is because the Inspection has a 'Follow-Up Job' scheduled.

Within the 'Inspection and Visits' window

There are two jobs within this audit. The 'Actual Job', and the 'Follow-Up Job' that has been created by 'fireSpace'.

Job summary										Start new job
Job no.	Created	Due Date	Visit	Allocated to	Job	FSD Admin	Tra			Update job
0000208/09	16 09 2009	16 09 2009	16 09 2009	All - Brown A	60	30	45			Remove job
0000215/09	21 09 2009	01 10 2009		All - Brown A	0	0	0			Print job sheet

Set owner

Job sheet template

The 'Hours' from the first job have been entered

This will automatically update when each 'Follow-Up Job' has been 'Completed'.

When the 'Follow-Up Job' (on the 01/10/09) has been 'Completed' the 'Hours' are entered in fireSpace will appear in the 'Job Summary' window and will update the 'Inspection Hours' to cover both 'Jobs'.

## Job Completed

Do not mark the 'Job' as 'Complete' unless all work has been 'Completed' and the 'Premises' will not require a further 'Audits' until the next programmed visit under the 'Risk Based Inspection Program' (RBIP). Only click into the 'YES' button when 'ALL' Work / 'Re-Audits' have been 'Completed'.

If the 'Audit' form has been 'Completed' and no 'Follow-Up Job' are needed.

- In the 'Inspection – Audit Complete'
- Click onto the 'YES' button

Inspection - Audit Complete: Only indicate 'Yes' when all work / re-audits have been completed:

☒ Yes  
☐ No

When you '**Check-In**' (pg 93) the '**Completed**' Job to the datastore (follow instructions from page 92) the System will update the Premises Record Card. It will automatically enter a Finish Date and Close the Actual Inspection (pg 97)

In the 'Premises Record Card' > 'Inspection and Visits' window > the 'Job' that you was allocated has updated the 'Started', 'Finished Date' and the 'Inspection Times'.

Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer
20/05/2009	20/05/2009	30/07/2009	CLAU	5.5	1	75	L	Draves S
16/09/2009	16/09/2009	16/09/2009	CLAU	0	0	0	L	AB - Brown A

As you can see in this example is the 'Dates and Times' before and after a 'Completed Inspection'.

Within the 'Inspection and Visits' window fireSpace has automatically entered...

- The 'Finish Date'

File: C01/00010  
 Started: 16 09 2009 Finish date: 16 09 2009  
 Allocate to: Alf - Brown A

- The 'Date of Visit'
- The 'Inspection Times'

Job no.	Created	Due Date	Visit	Allocated to	Job	FSO Admin	Tra
0000213/09	16 09 2009	16 09 2009	16 09 2009	Alf - Brown A	50	25	30

Buttons: Start new job, Update job, Remove job, Print job sheet, Set owner, Job sheet template

'Job Summary' window > Click on the 'Job' > Click onto 'Update Job' button

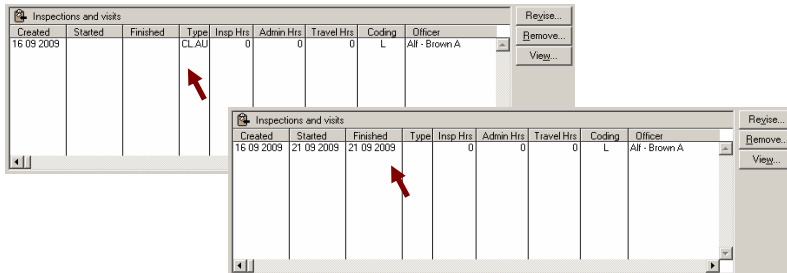
fireSpace has automatically populated

- The 'Work Completed' check box - has now been ticked
- The 'Date of Visit' has been populated
- The 'Offer's Times for Inspection (Job)', 'Admin' and 'Travel' have automatically been updated.

☒ Work complete?  
 Date of visit: 16 09 2009  
 Officer's times  
 Hrs Mins  
 Inspection: 0 50  
 FSO Admin: 0 25  
 Travel: 0 30

## Job Cancelled

When you **'Check-In'** (pg 93) the **'Cancelled'** job to the datastore (follow instructions from page 92) the system will update the 'Premises Record Card'.



Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer
16/09/2009			CL_AU	0	0	0	L	Alf - Brown A

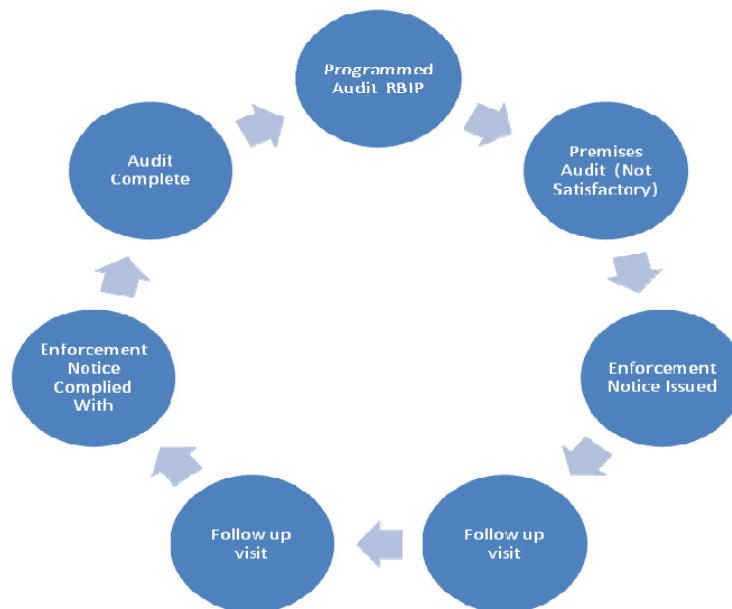
  

Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer
16/09/2009	21/09/2009	21/09/2009		0	0	0	L	Alf - Brown A

It will automatically enter the 'Start' and 'Finish Date' and 'Close the Actual Inspection'. (pg 100)

## Example Audit Cycle

This is purely an example of what could be classified as an 'Audit' for 'IRMP' returns purposes. The time to complete this audit would reflect the time to complete this whole cycle.



Once you have completed this section

At the top of the page

- Click onto the Part 'D' tab

## ***PART D: Operational Site Specific Information (SSRI) (pg 12-19)***

CLG, CFOA, Fire Control and suppliers are currently determining the Fire Control Data Strategy required for Sourcing, Transformation and Steady State Management of data to support regional controls on the basis of 'Relevant Convergence Products'.

The purpose of 'Product 62 SSRI' template is to allow the collection and display of information relevant to the initial attendance via appliance 'Mobile Data Terminals' (MDT's) "The primary driver for this product is to ensure the Health and Safety of Operational Personnel". This is of particular importance due to the recent tragic event which resulted in the death of Fire-Fighters.

For the above reasons the SSRI template has been added to the CFOA Fire Safety Audit form and process to allow FRAs to collate Relevant Risk Information that can then be provided to the Initial Attendance of an Incident in order to satisfy the interim solution indicated by SSRI Product 62 (main database where valuable information about a Premises is stored and available to send to any GPS Mobilised Appliance anywhere in the country by a Local or Deputy Control Room).

*Part 'D' is not a replacement for (7(2)(d) it is a way the 'Fire Safety Enforcement Officers' can provide valuable information for the 'Operations' Group in order to assist them in tactical planning.*

*For example where there is a special Hazard presented by unusual, complex, innovative buildings or those where the materials stored or used in the construction pose significant Risks to Fire-Fighters, e.g. Buildings containing Insulated Sandwich Panels.*

***Remember: If details are entered or check boxes selected and then the checkbox to the question is unchecked – any information entered or check boxes selected will be cleared.***

## PAGE 12:

### Site Specific Risk Information

Most of the fields will be automatically populated from the information you had entered within Part A of the form i.e. UPRN / Address / Eastern & Northing's / VO Code etc...

**URN** – Unique Reference Number – assigned by Fire Officer (Non Gazetteer)

The 'CFOA(S) Policy' is not specific in the use of this area, however 'URN's' are a common reference to identifiers issued for premises with monitored automatic fire alarm systems (AFA's). These numbers are to be used by RCC's to assist in mobilising to AFA's.

Some Brigades policy on AFA's is under review and it is expected that where premises register for URN's under that policy, the number will be entered here automatically.

**UPRN** – Unique Property Reference Number – assigned by the 'Gazetteer'

**Document Owner (FRA)** - this must identify the 'Fire Rescue Authority' document owner as well as the site. i.e. Dumfries and Galloway, Highlands & Islands, Lothian Borders, Tayside...

**Trade, Business or Use** – what is the property used for?

- A binding exists which updates the 'Trade, Business' use with the SLN Description

The information collected will become useful 'Intelligence' for the frontline Personnel to know

## 4. Life Risk – Information Concerning the Occupants of the Building

### Is the Premises Multi-Occupied?

The 'Premises Multi-Occupied' - Is updated from Part A – Page 1 – Number of Occupiers

If 'Number of Occupiers' is Greater than or equal to '2'

#### 4. Life Risk - Information Concerning the Occupants of the Building

☐ Is the Premise Multi-Occupied?

- The 'Is the Premise Multi-Occupied' check box will, by default, be checked.

If 'Number of Occupiers' is Less than or equal to '1'

- The 'Is the Premise Multi-Occupied' check box will not be checked.

### Is the Building Designed to be Occupied when the Fire-Fighting Operations Commence?

- Tick into the check box

☒ Is the Building Designed to be Occupied when the Fire-Fighting Operations Commence?

### 4(a) Evacuation Procedure in Place within the Building?

- Click onto the 'Evacuation Procedure...' arrow
- Select the option that applies from the drop down list

Full
Please select
Full
Progressive Horizontal
Phased Vertical

### 4(b) Estimated Time for Full Evacuation of the Building (time in minutes)

- Click onto the 'Estimated Time for Full Evacuation' arrow
- Select the option that applies from the drop down list

Please select
Please select
Under 2
3-5
6-10
11-20
Over 20

### 4(c) Are any Occupants Not Able-Bodied?

- Tick into the 'Occupants Not Able-Bodied' check box
- Tick into the check boxes that applies

☒ 4(c) Are Any Occupants Not Able-Bodied?

☐ Special Assistance Required:

☐ Semi - Ambulant:

☐ Non - Ambulant:

☒ Bedridden:

### 4(d) Does anyone Sleep on the Premises

- Tick into the 'Does Anyone Sleep on the Premises' check box
- Click onto the arrow
- Select one of the option that applies from the drop down list

☒ 4(d) Does anyone Sleep on the Premises?

Please select
Please select
Daytime
Night Time
24 Hours

#### 4(e) Number of CHILDREN normally on the Premises

- Enter a number into the check box (if applies)

#### 4(f) Number of EMPLOYEES normally on the Premises

- Enter a number into the check box (if applies)

#### 4(g) Number of PUBLIC normally on the Premises

- Enter a number into the check box (if applies)

#### 4(h) Does the Premises Operate as a Night Club

- If this applies - Tick into the check box

☐ 4(h) Does Premises Operate as a Nightclub?

#### Is the Premises Semi - Ambulant?

- If this applies - Tick into the check box

☐ Semi - Ambulant:

### 5. Hazard/Risk – Presence of Hazards Material and Processes on the Premises

Identified to the particular site e.g:

- Elements of the structure that will pose a hazard to fire-fighters (e.g. sandwich panels, unprotected steel panels, asbestos etc.)
- Relevant elements of the structure that will effect operational planning (e.g. large glazed facades, staircases, lift shafts, atriums, voids etc)

#### 5(a) Are Generic Hazards Material Present?

This will automatically be checked if the option 'Highly Flammables' has previously been selected in - Part A – Part 3 – Fire-Fighter Hazard – enabling associated drop down lists.

If this is the case

- Click onto the 'Flammable' arrow
- Click onto the 'Corrosive' arrow
- Click onto the 'Toxic' arrow
- Click onto the 'Explosive' arrow
- Click onto the 'Biological' arrow
- Click onto the 'Radiological' arrow

- Select one of the option that applies from each of the drop down list
- Enter details in the additional information field



## Specific Hazards Present

### 5(b) Are Specific Hazards Present

If the Answer is 'Yes'

- Tick into the 'Specific Hazards Present' check box

This will activated the associated fields

- Select the option that applies from 'Liquid Petroleum Gas' drop down list
- Select the option that applies from 'Acetylene' drop down list
- Select the option that applies from 'Cylinders' drop down list
- Select the option that applies from 'Portable Heaters' drop down list

## Is Asbestos (Stored)

If the Answer is 'Yes'

- Tick into the 'Asbestos (Stored)' check box
- Enter details into the 'Additional Information' field

☒ Is Asbestos (stored)?  
Additional Information i.e. (Location,  
Quantities):

## Hazardous Processes Present

### 5(c) Are Hazardous Processes Present

If the Answer is 'Yes'

- Tick into the 'Hazardous Processes Present' check box

This will activated the associated fields

- Click onto 'Oxygen Enrichment or Deficiency' arrow
- Select one of the options from the drop down list

- Tick into the check boxes that apply
- Enter details in the 'Additional Information' field

e.g. 'Location', 'Quantities' etc...

In the left hand column - Click onto Page 13

## PAGE 13:

### Electrical Installation Present

#### 5(d) Are Electrical Installation Present?



If the Answer is 'Yes'

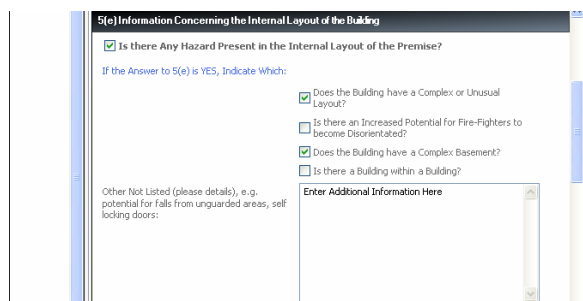
- Tick into the 'Electrical Installation Present' check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter additional information in the 'Other Details' field

### Information Concerning the Internal Layout of the Building

#### 5(e) Is there Any Hazard Present in the Internal Layout of the Premises?



If the Answer is 'Yes'

- Tick into the 'Hazard Present' in the 'Internal Layout of the Premises' check box

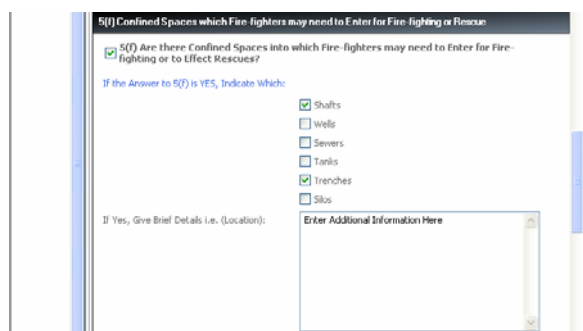
This will activated the associated fields

- Tick into the check boxes that apply
- Enter details of 'Other Not Listed'

e.g. Potential for 'Falls from Unguarded Areas', 'Self Locking Doors' etc...

### Confined Spaces which Fire-Fighters may need to Enter for Fire-Fighters or to Effect Rescue

#### 5(f) Are there Confined Spaces into which Fire-Fighters may need to Enter for Fire-Fighting or to Effect Rescues?



If the Answer is 'Yes'

- Tick into the 'Confined Space...' check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter information in the 'Brief Details' field
- In the left hand column - Click onto Page 14

## PAGE 14:

### 6. Control Measures

Any other 'Control Measures' specifically designed to address recognised 'Hazards'. e.g. 'Special Resources', 'Special Equipment', 'PPE' etc.

#### 6(a) Does the Building Affect Fire Service Radio Communications

If the Answer is 'Yes'

- Tick into the 'Does the Building Affect Fire Service Radio Communications' check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter additional information in the 'Brief Details' field

In the left hand column - Click onto Page 15

***Remember: When details are entered or check boxes selected and then the checkbox to the question is unchecked – any information entered or check boxes selected will be cleared.***

## 7. Operational Considerations

- Any other site specific requirements e.g. salvage considerations
- Any special pre-determined instructions e.g. holding areas, rendezvous points etc
- Special access considerations for specific locations
- Any other as appropriate
- Listed buildings and heritage sites

### 7(a) Does the Building have Fire-Fighting Shafts

If a value has previously been entered in Part A – Page 3 ‘Fire-Fighter Facilities’ - ‘Fire-Fighter Shaft/s with F Fire-Fighter Lift’, ‘Fire Fighting (FF) Shafts’ this will automatically populate the answer to Part D – Page 16 – 7(a) ‘Does the building have Fire-Fighting Shafts’ is Yes and Is there a Fire-Fighting Lift will also be checked.

If this ‘Meets Current Fire Fighters Lift Safety Specifications’

- Click onto the ‘Does the building have Fire-Fighting Shafts’ arrow
- Select one of the options

## Security Measures at the Premises

### 7(b) Are there any Security Measures at the Premises

If the Answer is Yes - This will activated the other fields

- Tick into the ‘...Security Measures at the Premises’ check box
- Select the option(s) that apply

Has the ‘Duty Holder’ agreed to Notify Risk Information Unit of their Access Code?’

- Click onto the arrow
- Select one of the options from the drop down list

Is there Electrical, Gas or Fuel Oil Intake and/or a High Rise Premises Information Wall Plate of Smoke Cloak Fitted

- Tick into the check boxes that apply
- Enter additional information in the ‘Brief Details’ field

Is there Security on Site

- Click onto the ‘Security on Site’ Arrow
- Select one of the options

## Exceptional Value or Social Risks

### 7(c) Are there Exceptional Value or Social Risks

The values previously entered in Part A – Page 3 > Potential Loss / Risk will automatically populate the check boxes and Updates the value of the check boxes.

- |   |   |
|---|---|
| If this Heritage Risk? (Pt A, pg 3)       | – Automatically updates Heritage is building of National Importance (Pt D, pg 16)     |
| Is there Exceptional Value? (Pt A, pg 3)  | – Automatically updates Is there Exceptional Value (Pt D, pg 16)                      |
| Is there Community Loss? (Pt A, pg 3)     | – Automatically updates Community & Is there exceptional value (Pt D, pg 16)          |
| Is this a Sole Supplier? (Pt A, pg 3)     | – Automatically updates Sole Supplier provide high value (Pt D, pg 16)                |
| Is there Environmental Risk? (Pt A, pg 3) | – Automatically updates Is there significant impact on the Environment. (Pt D, pg 16) |

- In the Brief Details field, enter any additional information

Part B – Page 8 – Confirmed Enforcement Activity updates and checks Part D – Page 16 the Deficiencies, Enforcement Notice or Prohibition Notice check box as appropriate

Part C – Page 9 – History of Fires – automatically checks Part D – Page 16 – A fire within the last 3 years

Within House Keeping and Arson

- Click onto the arrow
- Select one of the options from the drop down list

### 7(d) Key Holder Contact Details

- Enter the 'Key Holder' details
- Enter the 'Location of where the Plans of Emergency are Stored'
- Enter the 'Emergency Rendezvous Points'
- Enter 'Area Available for Control Point'
- In the left hand column - Click onto Page 16

## 8. Environmental Consideration – Environmental Effects of an Incident at the Premises

### 8(a) Is the Premises a Regulated Site

If COMAH has been selected previously from Part A - Page 3 – Potential Loss and Risk, the Question and COMAH check box will be automatically checked.

If any of the other check boxes apply

- Tick into the 'Premises a Regulated Site' check boxes
- Enter any additional information into the 'Brief Details' field

### 8(b) In the Event of a Fire is the Likelihood of

In the Event of a Fire at the Premises, is it likelihood of Contamination, Pollution on or off Site

If this is the case

- Tick into the check boxes that apply

This will activated the 'Brief Details' fields

- Enter additional information in the 'Brief Details' field

## Evacuation

### 8(c) In the Event of an Incident at the Premises, is it likely the Surrounding Area may need to be Evacuated

If this is the case

- Click into the 'Event of an Incident ... Evacuated' check box

This will activated the 'Brief Details' fields

- Enter additional information in the 'Brief Details' field
- In the left hand column – Click onto Page 17

## 9. Construction Description - Information on the Premises Construction

- Elements of the structure that will pose a Hazard to Fire-Fighters e.g. Sandwich Panels, Unprotected Steel Panels, Asbestos etc...
- Size (Length, Width, Height normally in number of Floors/Storeys, Basements)
- Relevant elements of the Structure that will affect Operational Planning (e.g. Large Glazed Facades, Staircases, Lift Shafts, Atriums, Voids, etc...)

**Number of Floors** - The values previously entered in Part A – Page 3 - Occupancy Storeys –will automatically populate and updated the value of the check boxes in Part D – Page 17- 9 – Number of Floors.

**Ground Floor Area (m<sup>2</sup>)** - The values previously entered in Part A – Page 3 - Building Footprint – will automatically populate and updated the value of the check boxes Part D – Page 17 – Ground Floor Area (m<sup>2</sup>).

## Construction Description – Main Fabric

### 9(a) Are the Materials used for the Main Fabric of the Building other than Traditional Brick and Timber or Concrete Framed

If the Answer is 'Yes'

- Tick into the 'Materials used...' check box

This will activated the drop down list

- Click onto the 'Type of Building Construction' arrow
- Select one of the options from the drop down list

## Asbestos Present with the Structure of the Building

### 9(b) Is Asbestos Present with the Structure of the Building

If the Answer is 'Yes'

- Tick into the 'Asbestos Present...' check box

This will activated the associated fields

- Tick into the check box that apply
- Enter additional information in the 'Brief Details' field

## Room Features

### 9(c) Does the Building have Any of the Following Room Features

If the Answer is 'Yes'

- Tick into the 'Does the Building have Any of the Following Room Features' check box

This will activated the associated fields

- Tick into the check boxes that apply

## Wall Features

### 9(d) Does the Building have Any of the following Wall Features

If the Answer is 'Yes'

- Tick into the 'Does the Building have Any of the following Wall Features' check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter additional information in the 'Brief Details' field

In the left hand column - Click onto Page 18



## Structural Collapse

### 9(e) Is there a Risk of Structural Collapse if the Building became involve in a Fire



If the Answer is 'Yes'

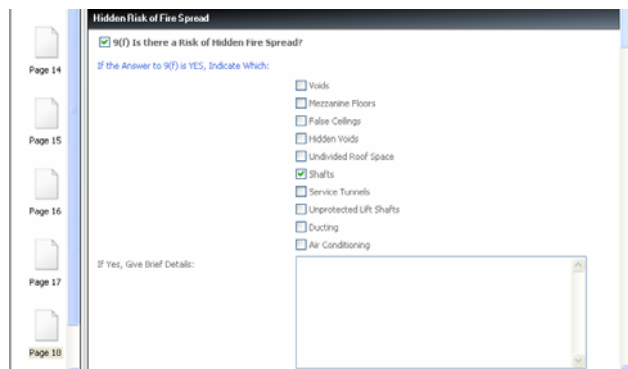
- Tick into the 'Risk of Structural Collapse ...' check box

This will activated the associated fields

- Tick into the check boxes that apply

## Hidden Risk of Fire Spread

### 9(f) Is there a Risk of Hidden Fire Spread



If the Answer is 'Yes'

- Tick into the check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter additional information in the 'Brief Details' field

## Building Contents Significantly Increase the Fire Load

### 9(g) Do the Building Contents Significantly Increase the Fire Load



If the Answer is 'Yes'

- Tick into the 'Building Contents Significantly Increase the Fire Load' check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter additional information in the 'Brief Details' field

# Risk of Internal Fire Spread

## 9(h) Is there a Risk of External Fire Spread

If the Answer is 'Yes'

- Tick into the 'Risk of External Fire Spread' check box

This will activated the associated fields

- Click onto the 'Risk of External Fire Spread' arrow
- Select one of the options from the drop down list
- Enter additional information in the 'Brief Details' field

In the left hand column

- Click onto Page 19

## 10. Fixed Installation

E.g. Sprinklers, Drenchers etc, Dry / Wet Risers, Ventilation Systems, Total Flood Systems, Automated Fire Alarm Indicator Panel, Other Relevant Engineered Solution Systems.

### Fire Alarm Information

10(a) Is there an Automatic Fire Alarm and Is the Alarm linked to a Receiving Station

The values previously entered in Part A – Page 3 - Premises Features - Monitor AFD Present will automatically populate:

- The drop down list to 'Mains'
- 'Automatic Fire Alarm' and 'Alarm Linked to a Receiving Station' check boxes

In the 'Automatic Fire Alarm' box

- Enter the 'Number of Detector Heads'

In the 'Alarm Linked to the Receiving Station' box

- Enter the 'Number of Unwanted Fire Signals' (in the last 12 months)

If the 'Monitor AFD Present' in Part A – Page 3 - Premises Features was Not Selected

- Click onto the 'Fire Alarm System' Arrow
- Select one of the options from the drop down list
- Tick into the 'Automatic Fire Alarm' check box
- Enter the 'Number of Detector Heads'
- Tick into the 'Alarm Linked to the Receiving Station' check box
- Enter the 'Number of Unwanted Fire Signals' (in the last 12 months)

# Fire Sprinkler System Installed and Maintained for Life Safety and Property Protection

## 10(b) Fire Sprinkler System

The values previously entered in Part A – Page 3 - Premises Features - Sprinklers will automatically populate the check boxes 'Is a Sprinkler System Installed and Maintained' and enter the value in the 'Percentage of Building Protected' drop down list.

- If 'Life Safety' is selected from the drop down list in Part A – Page 3 - Premises Features – 'Premises Sprinklered'. The check box, 'Is the system for Life Safety' will automatically be checked.
- If 'Property Protection' is selected from the drop down list in Part A – Page 3 - Premises Features – 'Premises Sprinklered'. The check box, 'Is the System for Property Protection' will automatically be checked.
- If 'Both' is selected from the drop down list - both of the above check boxes will be automatically checked.

10(b) Fire Sprinkler System

Page 15

Percentage of Building Protected: 60-69%

☒ Is a Sprinkler System Installed and Maintained?

☒ Is the System for Life Safety?

☒ Is the System for Property Protection?

Please select

Please select

0-9%

10-19%

20-29%

30-39%

40-49%

50-59%

60-69%

70-79%

80-89%

90-99%

100%

## Smoke Control System

### 10(c) Is there a Smoke Control System Covering Means of Escape and/or Common Areas Natural, Mechanical and/or Pressured Systems

10(c) Smoke Control System

Page 16

Page 17

☒ Is there a Smoke Control System Covering Means of Escape and/or Common Areas?

☐ Natural System

☐ Mechanical System

☒ Pressurised System

The check box previously selected in Part A – Page 3 - Premises Features – 'Smoke Control' will automatically populate the 'Is there a Smoke Control System Covering

Means of Escape and/or Common Areas' check box with what ever options chosen from the drop down list.

If '**Natural Extract**' is selected from the drop down list, the 'Is there a Smoke Control System Covering Means of Escape and/or Common Areas' and 'Natural Systems' check boxes will automatically be checked.

☒ Is there a Smoke Control System Covering Means of Escape and/or Common Areas?

☒ Natural System

☐ Mechanical System

☐ Pressurised System

If '**Mechanical Extract**' is selected from the drop down list, the 'Is there a Smoke Control System Covering Means of Escape and/or Common Areas' and 'Mechanical System' check boxes will automatically be checked.

☒ Is there a Smoke Control System Covering Means of Escape and/or Common Areas?

☐ Natural System

☒ Mechanical System

☐ Pressurised System

If **'Natural & Mechanical Extract'** is selected from the drop down list, only the 'Is there a Smoke Control System Covering Means of Escape and/or Common Areas' check box will automatically be checked.

☒ Is there a Smoke Control System Covering Means of Escape and/or Common Areas?

☐ Natural System

☐ Mechanical System

☐ Pressurised System

If **'Pressured'** is selected from the drop down list, the 'Is there a Smoke Control System Covering Means of Escape and/or Common Areas' and 'Pressured System' check boxes will automatically be checked.

☒ Is there a Smoke Control System Covering Means of Escape and/or Common Areas?

☐ Natural System

☐ Mechanical System

☒ Pressurised System

If **'Basement Clearance'** is selected from the drop down list, only the 'Is there a Smoke Control System Covering Means of Escape and/or Common Areas' check box will automatically be checked.

☒ Is there a Smoke Control System Covering Means of Escape and/or Common Areas?

☐ Natural System

☐ Mechanical System

☐ Pressurised System

## Other Fixed Installations

### 10(d) Are there Any Other Fixed Installations

If the Answer is 'Yes'

- Tick into the check box

This will activated the associated fields

- Tick into the check boxes that apply
- Enter additional information in the 'Brief Details' field

## 11. Fire-Fighter Medium – Hydrants

E.g. Private Hydrants, Emergency Water Supplies, On-Site Foam Installations, Water Meter Bypass

### 11(a) Are there Public Hydrants as Located on Mobile Data

If the answer is 'Yes'

- Click onto the arrow
- Select one of the Options from the drop down list

If the Answer is **NO**, Mark correct Location of Hydrants on Site Plan and Indicate that Mobile Data is Incorrect

- Tick into the check boxes that apply

## Fire-Fighter Medium – Provision of Open Water Supplies

### 11(b) Is there Provision of Open Water Supplies

If the Answer is Yes

- Tick into the 'Provision of Open Water Supplies' check box

This will activated the 'Quantity of Open Water in Litres' drop down list

- Click onto the 'Quantity of Open Water in Litres (indicate on site map)' arrow
- Select one of the Options from the drop down list

If the Answer to is 'No', define what the 'Restrictions are Due To'

- Tick into the 'Access Provisions to the Open Water Supply Unsuitable for Pumping Appliances' check box

This will activated the 'Height', 'Weight' or 'Width' fields

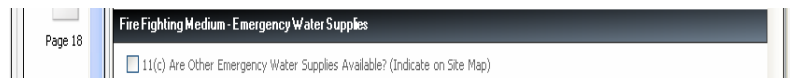
- Tick into either/or 'Height', 'Weight' or 'Width' check boxes
- In the Limit fields, Enter the Limit

If the Open Water Supplies Prone to Seasonal Availability

- Tick into the check box

## Fire-Fighter Medium – Emergency Water Supplies

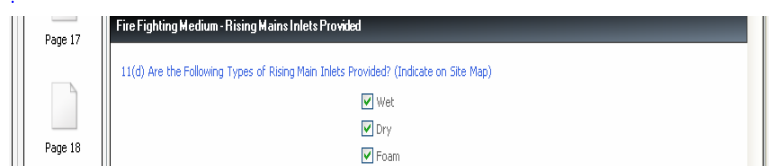
### 11(c) Are there other Emergency Water Supplies Available (Indicate on Site Map)



- Click into the check box if this apply

## Fire-Fighter Medium – Rising Mains Inlets Provided

### 11(d) Are the Following Types of Rising Main Inlets Provided (Indicate on Site Map)



- Click into the check boxes that apply

For Example:

WET - Height of building – full tank of water  
New building 50m high  
Old building 60m high  
Dry / Foam  
Council flats

## 12 Contact – Specialist Advice Details E.g. Chemical expert



- Enter the 'Contact Details of the Specialist'

For Example: Name, Tel Number, Speciality

## 13 PDA - Pre Determined Attendance



- Enter the 'Details of the PDA'

## Time Spent on Audit

### Time Taken to Complete Audit

**Audit and Data Gathering (Scotland 2009)**

Number: DD/00006 Date: 01/10/2009 Additional: 334 Scotland Road Dumfries Galloway Scotland

Description: Throstles Nest Hotel

Part A | Part B | **Part C** | Part D

**Inspection and Job Data**

Date of Visit: 01/10/2009

Job Time: 60 Mins

Job Admin Time: 30 Mins

Job Travel Time: 45 Mins

As you can see the 'Times of the Audit', 'Travel' and 'Admin' have been automatically updated from 'Part C, Page 11'

**Part A: Site Assessment (Mandatory)**

Time Taken to Complete Audit:

Audit: 60 Mins

Travel: 45 Mins

Admin: 30 Mins

Assessment Date: 01/10/2009

### Relative Risk and Compliance Level

**Audit and Data Gathering (Scotland 2009)**

Number: DD/00006 Date: 01/10/2009 Additional: 334 Scotland Road Dumfries Galloway Scotland

Description: Throstles Nest Hotel

Part A | Part B | **Part C** | Part D

**Management and Other Issues**

Fire Safety Management (Compliance Level Score)  
If no Part B carried out select X = 0 Score; Below Average

**Calculation of Relative Risk Level**

Risk Level (VL to VH please note graphic equaliser reviewed May 2008): L

**Audit and Data Gathering (Scotland 2009)**

Number: DD/00006 Date: 01/10/2009 Additional: 334 Scotland Road Dumfries Galloway Scotland

Description: Throstles Nest Hotel

Part A | Part B | **Part C** | Part D

**Part A: Site Assessment (Mandatory)**

Time Taken to Complete Audit:

Audit: 60 Mins

Travel: 45 Mins

Admin: 30 Mins

Assessment Date: 01/10/2009

Relative Risk Level: L

Fire Safety Management Compliance Level: Below Average

Note: Guidance notes to be used when completing this form

The 'Relative Risk Level and Fire Safety Management Compliance Level' have both been automatically updated from 'Part C, Page 9'

**Note:** Once an Inspection is closed, 'All' time spent on doing a Job (Inspections and Visits > Follow-Up Jobs...) including Admin and Travel and the time spent with associated Enforcement, Prosecution or Alteration Notice that are associated with the Inspection, will all be calculated together to give the overall total of the time spent on an Inspection.

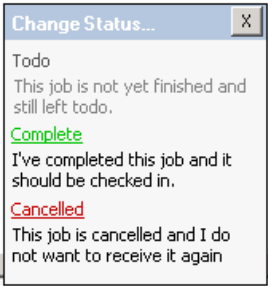


# Complete, Follow-up and Cancelled Jobs

## Status Button

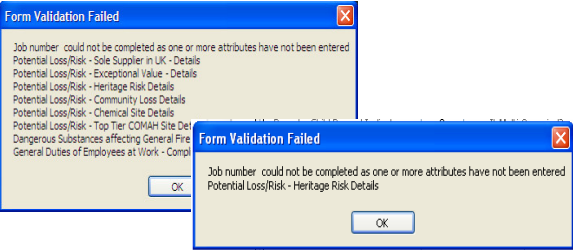
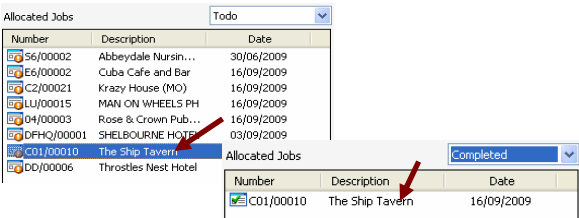
Within the 'Allocated Jobs' Window

- Click onto the 'Jobs' that is 'Completed' and/or has a 'Follow-Up'
- Click onto the 'Status' button
- Select 'Completed'
- Click onto the 'X' to close the window



## Job Completed

If on Part C - Page 12 you selected 'Yes' to the 'Inspection – Audit Complete:' The functionality of 'Completing' a Job whether it is a 'Follow-Up' Job or not is the same that it is moved, from the 'ToDo' list to the 'Completed' List with a Green Tick next to the Premises.

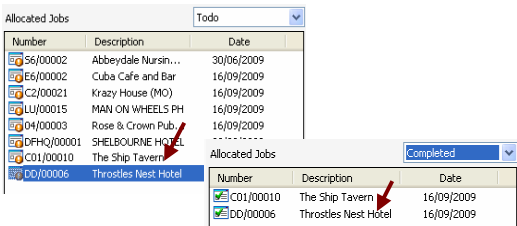


As detailed earlier in this document, if any of the necessary 'Mandatory' fields have not been completed a 'Form Validation Failed' message will be displayed and the Audit Form will need to be re-visited and the missing 'Mandatory' fields need to be completed.

- Click onto the OK button

## Follow Up Jobs

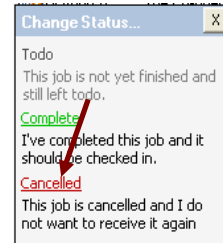
In Part C, Page 12 you selected 'NO' to 'Inspection – Audit Complete:' and Ticked the 'Create Follow-Up Job' check box entered a 'Job Due Date' for the 'Follow-Up' Job. The functionality of 'Completing' a Job whether it is a 'Follow-Up' Job or not is the same that it is moved, from the 'ToDo' list to the 'Completed' List with a Green Tick next to the Premises.



## Status Button

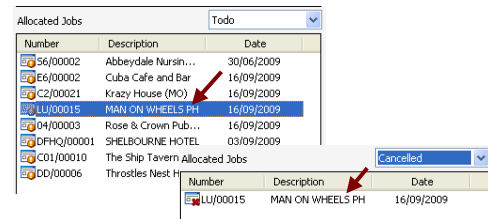
Within the 'Allocated Jobs' Window

- Click onto the Jobs that is 'Cancelled'
- Click onto the Status button
- Select Cancelled
- Click onto the 'X' to close the window



## Cancelled Jobs

As you can see the Icon next to the Job has changed to a Red Cross and has moved, from the 'ToDo' list to the 'Cancelled' List with a Red Cross next to the Premises.



Once you have finished selecting the Jobs that are 'Completed' or 'Cancelled'

***You will need to reconnect your Tablet to the Docking Station and 'Check In'***

## Re-Connect to your Datastore

Connect your tablet to your 'Docking Station' – or where you can access the Internet

From you tablet –

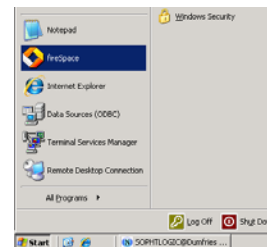
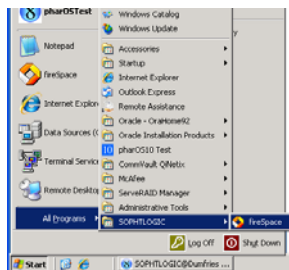
- Click onto 'Start'
- Click onto 'Programs'
- Click onto 'SOPHTLOGIC'
- Click onto 'fireSpace'

Or

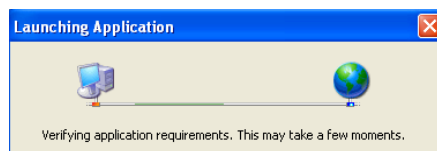
- Click onto 'Start'
- Click onto 'fireSpace'

Or from your desktop

- Click onto the 'fireSpace' icon



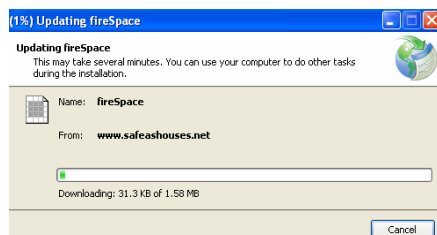
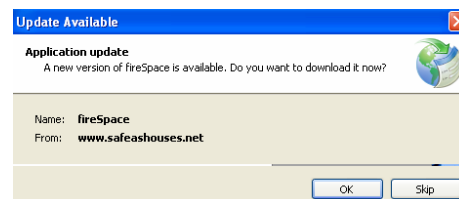
### Make sure you are connected to the Internet



A 'Launching Application' box will appear for a few seconds then it will disappear

An 'Update' window 'MAY APPEAR' (depending if updates have been done to fireSpace) asking would you like to update the version you have of fireSpace

- Click onto OK button



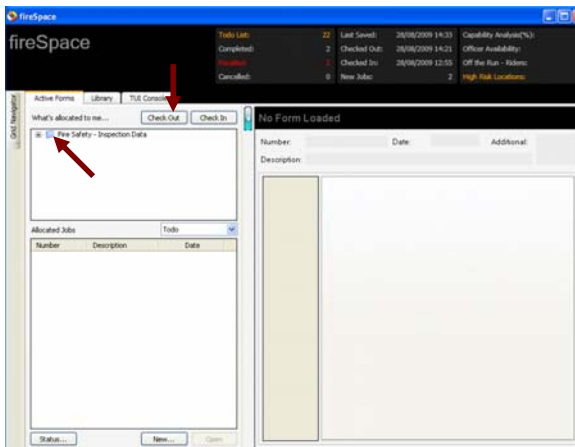
The Updating window will appear

This will update the files and open fireSpace, should only take a few seconds

If there have been no updates to fireSpace then the 'Update Available' and 'Updating fireSpace' dialog boxes will not appear

## Check-In a Completed, Follow-Up and Cancelled Jobs


fireSpace should now be open



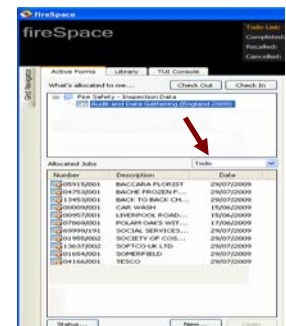
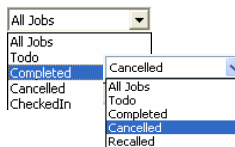
When fireSpace opens, you can see at the top of the window it shows you the Date and Time fireSpace was last 'Saved', 'Checked Out', 'Check In' etc...

- Click onto the 'Check-Out' button
- Click onto the 'Fire Safety – Inspection Data'
- Click onto the 'Audit and Data Gathering (Scotland 2009)'

As you can see, in the 'ToDo' list your existing 'Jobs' will appear

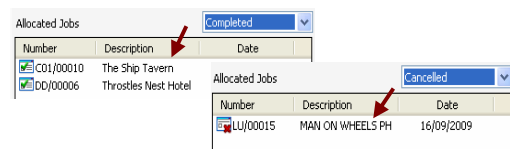
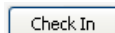
If a 'Job' you thought was finished is still in the 'ToDo' list... check to see if you have selected the 'Yes' / 'No' option Part C Page 12 or by highlighting the Job in the list and selecting 'Completed' from the 'Status' button .

- Click onto the 'All Jobs' arrow
- Select the 'Completed' / 'Cancelled' option



The Jobs you have 'Completed' and/or 'Cancelled' will be in the list

- Click onto the 'Check In' button

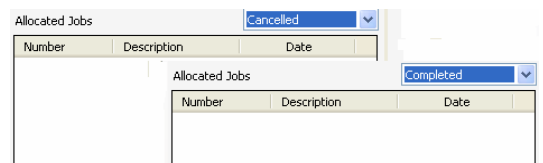


fireSpace will 'Check In' (upload) all Jobs that is in the 'Completed' and 'Cancelled' list into the DataStore and update the Premises Record Card.

**This may take a few seconds**

All of your 'Completed', 'Follow-Up' and 'Cancelled' Job have now disappeared from the Job Log window.

Let's take a look at the 'Premises Record Card'.

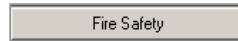


## Open the Premises Record Card

Let's view the results in the 'Premises Record Card' of a job when it has been 'Checked In' as a Follow-Up, a job that was 'Checked In' as 'Completed' and a job that was 'Checked In' as 'Cancelled' via fireSpace.

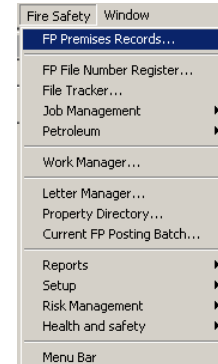
In Global Navigator

- Click onto the 'Fire Safety' button



This will appear in the tool bar

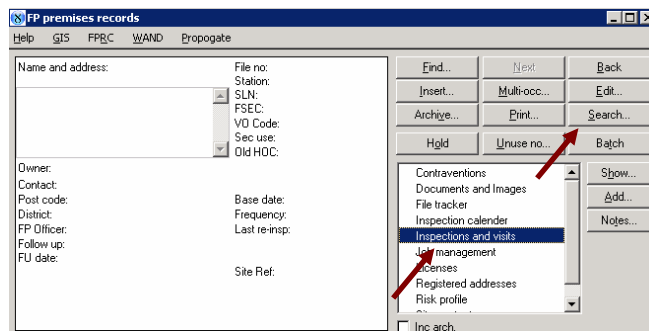
- Click onto 'Premises'
- Click onto the 'FP Premises Records'



## Follow-Up Job

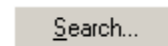
If a Job / Audit have been 'Follow-Up' via fireSpace the Job will be uploaded to the Premises Record Card on Check-In

To view the 'Results' of a 'Follow-Up' job

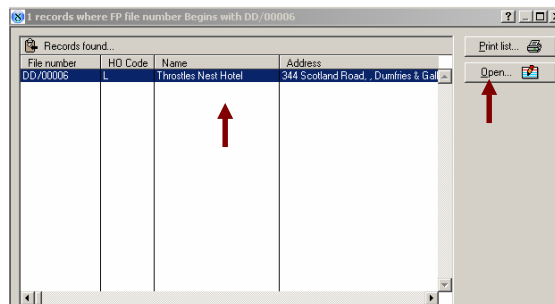
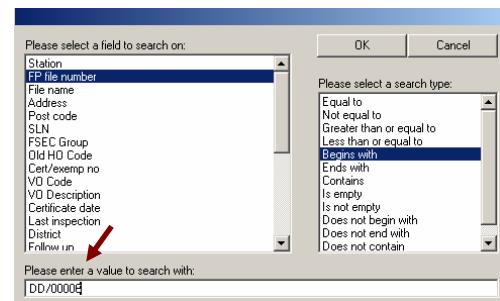


Within the 'FP Premises Record Card'

- Search for the 'Premises'
- Click onto the 'Search' button



- Select one of the fields to search the 'Premises' on
- Enter the 'Name/File Number' of the premises
- Click onto the 'OK' button



- Click onto the 'Premises'
- Click onto the 'Open' button

The Premises will appear in the Record Card

Within the 'Sub Menu Options'

- Click onto 'Inspections and Visits'
- Click onto the 'Show' button

Show...

The job that you was allocated has updated the 'Created', the 'Inspection Times' but **NOT** the 'Start' and 'Finish Date'.

This is because the 'Audit' still has 'Follow-Up' job scheduled.

**Note that the hours displayed in the 'Inspections and Visits' window are different from the example on page 10 (before the 'Follow-Up' job was completed) both 'Follow-Up' jobs have been calculated for this 'Audit'.**

- Click onto the 'Job'
- Click onto the 'Revise' button

Revise...

The Inspections and Visits window will appear – as shown

As you can see there have been two 'Jobs' (Inspections) done and a third (Follow-Up) scheduled within this Audit.

- Click onto the last 'Completed' Job
- Click onto the 'Update Job' button

Update job

As you can see, fireSpace has automatically populated

- The 'Work Completed' check box - has now been ticked
- The 'Date of Visit' has been populated
- The 'Offers Times for Inspection' (Job), 'Admin' and 'Travel' have automatically been updated.

Inspection and Job Data

Date of Visit: 01/10/2009

Job Time: 60 Mins

Job Admin Time: 30 Mins

Job Travel Time: 45 Mins

These are the total 'Inspection Hours' – reflect the total time spent on all associated 'Jobs / Audits'

Enter job

Job sheet number: 0000215/09

Due date: 01/10/2009

Received by: Audit

Allocate to: ALF1

Code (i.e. SN): ALF1

Name (i.e. Surname): ALF - Brown A

☒ Work complete?

Date of visit: 01/10/2009

Officer's times: Inspection: 1 Hrs, 30 Mins; FSO Admin: 30 Mins; Travel: 45 Mins

Audience: 0

☐ FS150 Completed?

Contravention found: ☐ None, ☐ E10, ☐ E11

☐ Generate letter

Follow up date: 15/10/2009

Inspection type: Follow-up inspection

By whom: ALF - Brown A

Reason: Audit

To do:

Other job activity: Office Admin

Allocated to: [blank]

Date: [blank] Hrs: 0 Mins: 0

OK Cancel

Follow-up Job

☒ Create Follow-up Job? (linked to existing inspection)

Job Due Date: 15/10/2009

☐ Yes

☒ No

Inspection - Audit Complete: Only indicate 'Yes' when all work / re-audits have been completed:

- The 'Follow-Up' Job that was created in fireSpace, has been updated

### This window is closing the Job not the Inspection

When the 'Follow-Up Job' (on the 01/10/09) has been 'Completed' the 'Finish Date', the 'Visit Date' will appear, the hours entered in fireSpace will appear in the 'Inspections and Visits' window and the 'Inspection Hours' will update to cover both 'Job Times'.

- Click onto the 'OK' button

This will bring you back to 'Inspections and Visits' window

Within the 'Inspection and Visits' window

Inspections and visits

File: DD/00006

Started: 16/09/2009

Finish date: [blank]

Allocate to: Alf - Brown A

Inspection type: 01 Fire Safety Audit - Scotland

Coding: L

Units: 1

Hours: 2.00

Attendees: 0.00

Travel: 1.00

Admin: 1.50

Inspection notes:

Job summary table:

Job no.	Created	Due Date	Visit	Allocated to	Job	FSO Admin	Tr
0000208/09	16/09/2009	16/09/2009	16/09/2009	Alf - Brown A	60	30	45
0000215/09	21/09/2009	01/10/2009	01/10/2009	Alf - Brown A	60	30	45
0000268/09	02/10/2009	15/10/2009	15/10/2009	Alf - Brown A	0	0	0

Buttons: Print Results..., Cancel, OK, Results..., Delete results, Follow up, Start new job, Update job, Remove job, Print job sheet, Set winner, Job sheet template

- The 'Finish Date' has been left blank
- The 'Times' from the first 'Two Job' has been added together and automatically updated
- There are three 'Audit/three Jobs' within one 'Inspection'. Two actual Job and the 'Follow-Up' Job that has been created by fireSpace.
- The 'Job Due Date' on 'Page 11' of fireSpace is reflected the next 'Follow-Up' Date
- Click onto the 'OK' button

This will bring you back to the 'Premises Record Card'.

When you log back in to fireSpace and click onto the 'Check Out' button, any 'Follow-Up Jobs' will appear in your 'Allocated Jobs' list – as shown...

Allocated Jobs			
Todo			
	Reference	Name	Date
	S6/00002	Abbeydale Nursing...	30/06/2009
	S21/00001	SHELBOURNE HOTEL	03/09/2009
	C2/00021	Krazy House (MO)	16/09/2009
	E6/00002	Cuba Cafe and Bar	16/09/2009
	04/00003	Rose & Crown Publi...	16/09/2009
	DD/00002	JP Training Centre	28/09/2009
	BE/00011	UNIVERSITY OF BE...	28/09/2009
	23/00001	Lister Hospital	15/11/2009
	DD/00006	Throstles Nest Hotel	15/10/2009

## Completed Job

If a Job / Audit has been 'Completed' via fireSpace the Job will be uploaded to the 'Premises Record Card' on 'Check-In'

To view the results of a 'Completed' job

Within the 'FP Premises Record Card'

- Search for the 'Premises'
- Click onto the 'Search' button

Search...

- Select one of the fields to search the 'Premises' on
- Enter the 'Name/File Number' of the Premises
- Click onto the 'OK' button

- Click onto the 'Premises'
- Click onto the 'Open' button

Within the 'Premises Record Card'

- Click onto 'Inspections and Visits'
- Click onto the 'Show' button



The Inspections and Visits summary window will appear at the bottom of the Record Card

As you can see in the before and after example, fireSpace has entered the 'Started' and 'Finished' Dates of Inspection and entered the 'Job', 'Admin' and 'Travel Times'.

Inspections and visits										Revise...
Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer		Remove...
20 05 2009	02 06 2009	30 07 2009	CLAU	5.5	1	.75	L	Davies S		View...
16 09 2009			CLAU	0	0	0		Alf - Brown A		

Inspections and visits										Revise...
Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer		Remove...
20 05 2009	02 06 2009	30 07 2009	CLAU	5.5	1	.75	L	Davies S		View...
16 09 2009	16 09 2009	16 09 2009	CLAU	.83	5	.42	L	Alf - Brown A		

- Click onto the 'Job' you want to 'Revise'
- Click onto the 'Revise' button

Revise...

The 'Inspections and Visits' window will appear – as shown

- Click onto the 'Job'
- Click onto the 'Update Job' button

Update job

**Inspections and visits**

File: C01/00010  
 Started: 16 09 2009 Finish date: 16 09 2009  
 Allocate to: Alf - Brown A  
 Inspection type: 01 Fire Safety Audit - Scotland  
 Coding: L Units: 1  
 Hours: 0.83  
 Personnel type: Operational staff member  
 Attendees: 0.00  
 Travel: 0.42  
 Admin: 0.50  
 Inspection notes:  
 Job summary:  
 Job no. Created Due Date Visit Allocated to Job FSD Admin Trp  
 0000213/09 16 09 2009 16 09 2009 Alf - Brown A 50 25 30  
 Start new job  
 Update job  
 Remove job  
 Print job sheet  
 Set owner  
 Job sheet template

The Job window will open

**Enter job**

Job sheet number: 0000213/09  
 Due date: 16 09 2009 Received by: E-Mail  
 Code (i.e. SN): ALF1 Name (i.e. Surname): ALF - Brown A  
 Allocate to: ALF1  
 Work complete? ☒ Create follow up inspection? ☐  
 Date of visit: 16 09 2009  
 Officer's times: Inspection: 50 FSD Admin: 25 Travel: 30  
 Audience: 0  
 FS150 Completed? ☐ Contravention found: None E10 E11  
 Other job activity: Office Admin  
 Date: Hrs: 0 Mins: 0  
 OK Cancel

fireSpace has automatically populated

- The 'Work Completed' box - has been ticked

Inspection - Audit Complete: Only indicate 'Yes' when all work / re-audits have been completed:

☒ Yes  
☐ No

- The 'Date of Visit'
- The 'Hours', 'Job', 'Admin', 'Travel' has automatically been updated.

**Inspection and Job Data**

Date of Visit: 01/10/2009  
 Job Time: 60 Mins  
 Job Admin Time: 30 Mins  
 Job Travel Time: 45 Mins

These are the total 'Inspection Hours' – reflect the total time spent on all 'Associated Jobs / Audits'

- Click onto the 'OK' button

You should now be back in the 'Inspections and Visits' window

fireSpace has automatically populated

- fireSpace has automatically entered the 'Finish Date'
- The 'Times' from the 'Job' has been automatically updated

These are the total 'Inspection Hours' – reflect the total time spent on all 'Associated Jobs / Audits'

- The 'Visit Date of the Job' has been entered
- Click onto the 'OK' button
- Click onto the 'OK' button

You should now be back in the 'Premises Record Card'

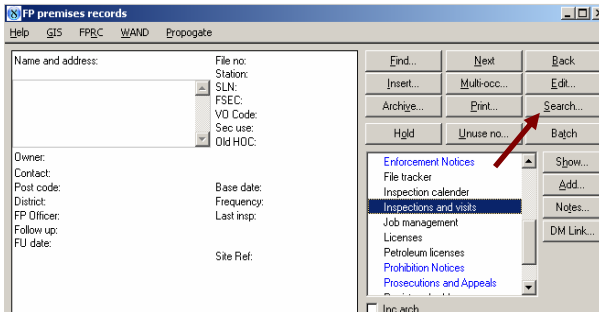
**Note: Once an Inspection is closed, 'All' time spent on doing a Job (Inspections and Visits > Follow-Up Jobs...) including Admin and Travel and the time spent with associated Enforcement, Prosecution or Alteration Notice that are associated with the Inspection, will all be calculated to give the overall total of the time spent on an Inspection.**

## Cancelled Job

If a Job / Audit has been 'Cancelled' via fireSpace the Job will be uploaded to the 'Premises Record Card' on 'Check-In'

To view the Results of a 'Cancelled' job

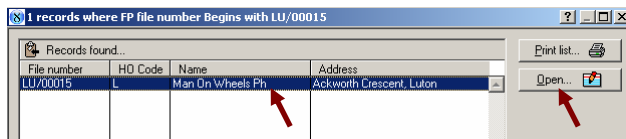
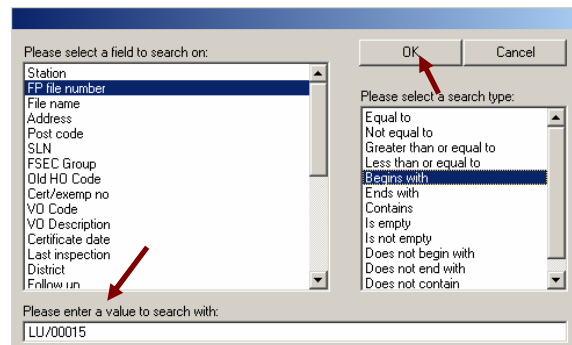
Within the FP Premises Record Card



- Search for the 'Premises'
- Click onto the 'Search' button

Search...

- Select one of the fields to 'Search the Premises' on
- Enter the 'Name/File Number' of the Premises
- Click onto the 'OK' button



- Click onto the 'Premises'
- Click onto the 'Open' button

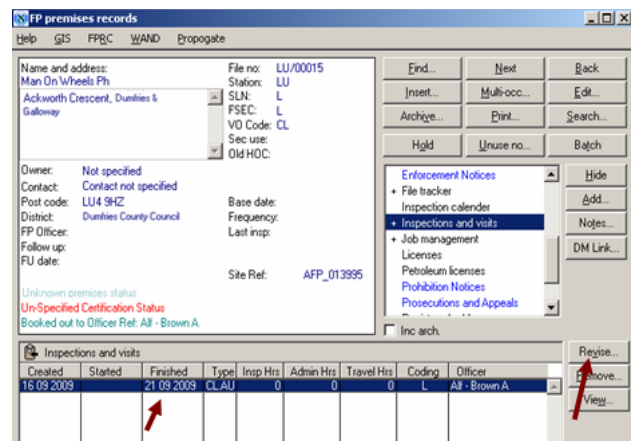
The Premises Record Card will open

- Click onto 'Inspections and Visits'
- Click onto the 'Show' button

The 'Inspections and Visits' summary window will appear at the bottom of the Record Card

- Click onto the 'Job you want to Revise'
- Click onto the 'Revise' button

Revise...



The Inspections and Visits window will appear – as shown

- fireSpace has automatically entered the 'Finish Date'
- The Inspection Type has changed from 'Fire Safety Audit' to 'Cancelled Audit'
- 'No Hours' have been entered
- 'No Visit Date' has been entered
- Click onto the Job
- Click onto the 'Update Job' button

Update job

As you can see, nothing has been entered in the Job window

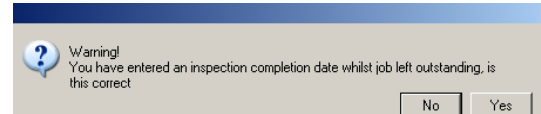
- Click onto the 'OK' button

This should bring you back to the Inspections and Visits window

- Click onto the 'OK' button

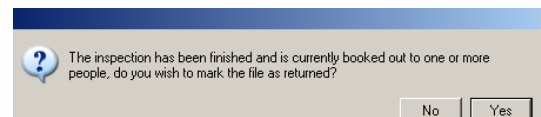
A Warning dialog box may appear asking a completion date has been entered on an 'Outstanding Job' is this correct?

- Click onto the 'Yes' button



Another warning dialog box may appear asking if you want to make the file as returned

- Click onto the 'Yes' button



This should bring you back to the 'Premises Record Card' window

As you can see

- The 'Create', 'Start' and 'Finished' Date has been entered
- The 'Type' has been removed
- No 'Hours' have been entered

This Job is now 'Closed'

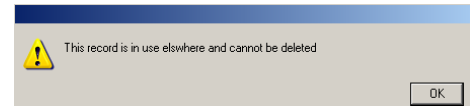
## Remove Job

To Remove a Job from the Job summary window

- Click onto the Remove button

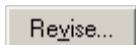


A dialog box will appear the record is used elsewhere and can not be deleted



If this is the case you need to delete any records that are linked to this record

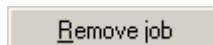
- Click onto the 'Job'
- Click onto the 'Revise' button



- Delete the 'Jobs' that are in the summary window

Job summary								Start new job
Job no.	Created	Due Date	Visit	Allocated to	Job	FSD Admin	Tra	
0000197/09	08/09/2009	08/09/2009			0	0	0	
								Update job
								Remove job

- Click onto the 'Remove Job' button



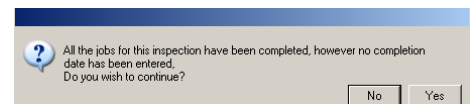
A dialog box will appear asking you if you want too delete the job

- Click onto the 'Yes' button
- Click onto the 'OK' button



A dialog box will appear asking you if you want to continue

- Click onto the 'Yes' button



Should be back in the 'Inspections and Visits' window

- Click onto the 'Remove' button



A dialog box will appear asking you if you want 'Delete the Record'

- Click onto the 'Yes' button



The Record should have disappeared from the Inspections and Visits window within the Premises Record Card

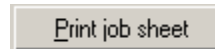
### \*\*\*Let's take a look at what the other buttons do within Inspections & Visits\*\*\*

- Click onto a 'Job'
- Click onto 'Revise' button

You should now be in 'Inspections and Visits' window

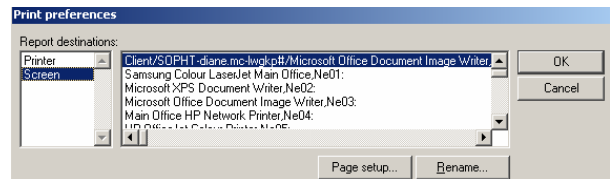
## Print Job Sheet

To 'Print' a job from the 'Job Summary' window



- Click onto the 'Print Job Sheet' button

'Print Preferences' box will appear



- Click onto one of the options: 'Print/Screen'
- Click 'OK'

The 'Job Sheet' will look something, like the one shown

If you want to view the job sheet before printing

- Select 'Screen' in the 'Print Preference'
- Click 'Close' button

Other wise

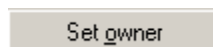
- Select 'Print' in the 'Print Preference'
- Choose the 'Printer'
- Click 'OK'

A screenshot of a "FIRE SAFETY JOB SHEET" form. The form is titled "SophtLogic FIRE SAFETY JOB SHEET No.0000069/07". It contains various fields for job details, including "Job type received", "Name and address", "File number", "HC Category", "Risk factor", "Date received", "Allocated to", "Print code", "Tar No", "Main use", "Secondary use", "Other use", "Changes to data", "Action taken", and "Notes / Details". The form is divided into sections with checkboxes and dropdown menus for selecting different inspection types and actions.

## Set Owner

To 'Set an Owner' of a job from the 'Job Summary' window. This is usually when the 'Inspection is a Multi-Occ'

- Click onto the 'Set Owner' button



This will set the person who the job was allocated to as the owner of all the inspections within the 'Multi-Occ'.

## Job Sheet Template

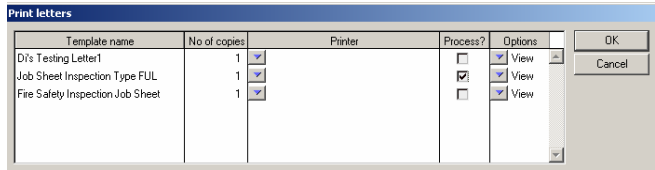
To select 'Job Sheet Template' in the 'Job Summary' window

- Click onto the 'Job Sheet Template' button

### Job sheet template

'Print letters' box will appear

- Choose one or more of the options



The 'Print letters' dialog box contains a table with the following data:

Template name	No of copies	Printer	Process?	Options
D's Testing Letter1	1		<input type="checkbox"/>	View
Job Sheet Inspection Type FUL	1		<input checked="" type="checkbox"/>	View
Fire Safety Inspection Job Sheet	1		<input type="checkbox"/>	View

Buttons: OK, Cancel

If you click onto the 'View' button, you can choose to 'View', 'Print' or 'Save'

- Click 'OK'

MS Word will open the chosen template

As you can see, it will be in code




The MS Word document shows the job sheet template with the following content:

Suffolk County Fire & Rescue Service  
Inspection Type: [fprejobs\_letter\_data.insp\_type]

CONTACT DETAILS:	VISIT DETAILS:
Contact Name & Address (Ind. Postcode): [fprejobs_letter_data.insp_contact_name] [fprejobs_letter_data.insp_contact_address] [fprejobs_letter_data.insp_contact_postcode]	Station No: [fprejobs_letter_data.insp_allocated_location]
Tel: [fprejobs_letter_data.insp_contact_prefix] [fprejobs_letter_data.insp_contact_no]	Date: [fprejobs_letter_data.job_date]
Referring agency/person name: [fprejobs_letter_data.ref_agency_name] Tel: [fprejobs_letter_data.ref_agency_prefix] [fprejobs_letter_data.ref_agency_no]	Time: [fprejobs_letter_data.insp_allocated_watch]
Name of person arranging the visit: [fprejobs_letter_data.job_number]	Special Instructions/Password

However, as the system goes through the letter it will change into text



The MS Word document shows the job sheet template with the following data entered:

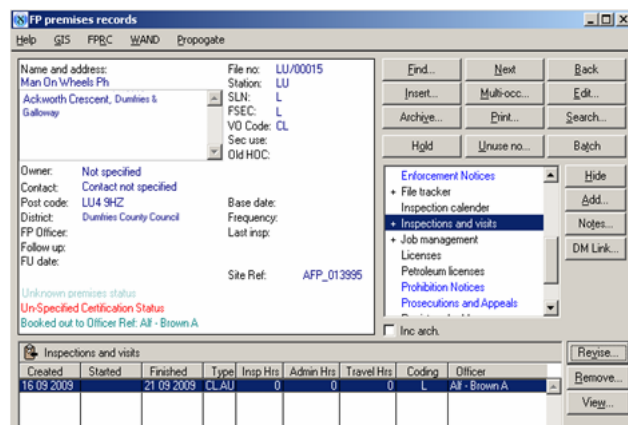
Suffolk County Fire & Rescue Service  
Inspection Type: CLAUDIT

CONTACT DETAILS:	VISIT DETAILS:
Contact Name & Address (Ind. Postcode): Mick Mouse	Station No: AL01
Tel: 123456	Date: 09 02 2007
Referring agency/person name: Special Instructions/Password	Time:
Name of person arranging the visit: Appointment to No. 600005507	

Click onto the 'X' in the top right hand corner to close the template

- Now 'Close all applications'.

You should now be back at the FP Premises Record Card



The FP Premises Record Card shows the following information:

Name and address: Man On Wheels Ph  
Ackworth Crescent, Dunsley & Galloway

File no: LU/00015  
Station: LU  
SLN: L  
FSEC: L  
VO Code: CL  
Sec use: Old HOC

Owner: Not specified  
Contact: Contact not specified  
Post code: LU4 9HZ  
District: Dunsley County Council  
FP Officer:  
Follow up:  
FU date:

Base date:  
Frequency:  
Last insp:

Site Ref: AFP\_013995

Enforcement Notices:  
+ File tracker  
+ Inspection calendar  
+ Job management  
Licenses  
Petroleum licenses  
Prohibition Notices  
Prosecutions and Appeals

Inspections and visits:

Created	Started	Finished	Type	Insp Hrs	Admin Hrs	Travel Hrs	Coding	Officer
16 09 2009		21 09 2009	CLAU	0	0	0	L	Al - Brown A

As you can see, all of the information you have entered has now been entered into the FP Premises Record Card

## Appendix

Below are Tables for reference on 'FSEC Risk Groups', 'Safety Critical Regulations / Risks', 'Relative Risk Level – Fire Safety Audit', 'Scoring Matrix - Initial Enforcement Expectations (IEE)', 'Floor Space Factors by FSEC Groups', 'Duty Holder Factors' and 'Strategic Factors'.

(Revised: CFOA(S)-Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

### Appendix 1 – FSEC Risk Groups

These groups are: -

- **Group A** - The majority of sleeping risks where the occupants are unfamiliar with the building
- **Group B** - Flats where the occupants are familiar with the layout and licensed premises
- **Group C** - Educational/leisure facilities and shops where most of the occupants are not familiar with the layout
- **Group D** – Workplaces where the occupants are familiar with the layout

(Derived from the IRMP Note 4 and 17 FSEC Categories)				
Groups	Group A	Group B	Group C	Group D
FSEC Code	Sleeping Unfamiliar	Sleeping Familiar & Licensed Premises	Public Unfamiliar	Workplace Familiar
A	Hospitals			
B	Care Homes			
C	HMO			
D		Flat		
E	Hostel			
F	Hotel			
G		Converted Flat		
H	Other Sleeping			
J			Further Education	
K			Public Buildings	
L		Licensed Premises		
M			School	
N			Shop	
P			Other Public Building	
R				Factory
S				Office
T				Other Workplace



## Appendix 2 – Safety Critical Regulations / Risks

(Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

Table 2 Safety Critical Regulations/Risks							
Question Number	Section/Reg Number	Description	Group A	Group B	Group C	Group D	Level of deficiency /risk
13	53-54 Schedule 2	General fire precautions- Risk of outbreak of fire	7	7	4	3	Major
			4	4	2	2	Minor
14	53-54 Schedule 2	General fire precautions- Risk of fire spread	7	7	4	3	Major
			4	4	2	2	Minor
1	Regs 3-9 & 18	Risk assessment	10	10	10	10	Major
			5	5	5	5	Minor
2	Reg 10	Fire safety arrangements	5	3	2	2	Major
			3	2	1	1	Minor
9	Reg 11	Dangerous substances	5	5	5	5	Major
			3	3	3	3	Minor
3	Reg 16	Maintenance	15	15	10	8	Major
			8	8	5	4	Minor
8	Reg 20	Training	6	4	2	2	Major
			3	2	1	1	Minor
17	Reg 14	Procedures for imminent danger	5	3	2	2	
12	Reg 13	Emergency routes and exits	26	26	20	13	Major
			10	10	8	5	Minor
15	Reg 12	Fire warning/alarm	26	13	13	13	Major
			10	5	5	5	Minor
4	Reg 23	Maintenance of firefighters measures (risers, etc.)	3	3	3	3	
Other Regulations/Risks							
	Reg. Number	Description	Group A	Group B	Group C	Group D	
10	Reg 15	Additional measures – dangerous substances	1	1	1	1	
11	Reg 17	Safety assistance	1	1	1	1	
16	Reg 12	Firefighting equip.	1	1	1	1	
5	Reg 18	Information to employees	1	1	1	1	
6	Reg 19	Information to employers from outside undertakings	1	1	1	1	
7	Reg 21	Co-operation and co-ordination	2	2	2	2	
18	Reg 22	Employees duties	1	1	1	1	
		Max Score	123	104	83	72	

## Appendix 3 – Relative Risk Level – Fire Safety Audit

(Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

Table 10: Relative Risk Level - Fire Safety Audit																
Premises Use Group	Hospital	Care Home	HMO Tenement	Purpose Built Flats =>4 Storeys	Hostel	Hotel	House Converted to flats	Other Sleeping Accommodation	Further Education	Public Building	Licensed Premises	School	Shop	Other Premises Open to Public	Factory or Warehouse	Office
FSEC Group Relative Risk Rating	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S
8																
7.75																
7.5																
7.25																
7	?															
6.75	VH															
6.5	H															
6.25	H															
6	M	VH	VH	VH	VH	?	VH						?			
5.75	M	H	H	H	H	VH	H	?					VH			
5.5	M	H	H	H	H	H	H	VH					H			
5.25	M	M	M	M	M	H	M	H	?	?	?	?	H	?		
5	L	M	M	M	M	M	M	H	VH	VH	VH	VH	M	VH		
4.75	L	M	M	M	M	M	M	M	H	H	H	H	M	H	?	
4.5	VL	L	M	M	L	M	M	M	H	H	H	H	M	H	VH	?
4.25	?	L	L	L	L	L	L	M	M	M	H	M	M	M	H	VH
4		L	L	L	VL	L	L	M	M	M	M	M	L	M	H	H
3.75		VL	VL	VL	?	L	VL	L	M	M	M	M	L	M	M	H
3.5		?	?	?		VL	?	L	M	M	M	M	VL	M	M	M
3.25						?		VL	L	L	L	L	?	L	M	M
3								?	L	L	L	L		L	L	M
2.75									VL	VL	VL	VL		VL	L	L
2.5									?	?	?	?		?	L	L
2.25															VL	VL

## Appendix 4 - Scoring Matrix - Initial Enforcement Expectations (IEE)

(Revised: CFOA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

This total score is then used in the IEE table below, this will give the Enforcement Officer the recommended Enforcement Action.

Table 3 Scoring Matrix - Initial Enforcement Expectations (IEE)		
Compliance level	Total Score	Initial Enforcement Expectations
1	0-25	<p><b>*Broadly compliant - inform &amp; educate</b></p> <ul style="list-style-type: none"> <li>Generally premises risk rating low/very low or those premises in multi-occupied buildings not selected for a sample audit</li> <li>Possibly no fire safety risk assessment carried out/recorded but building generally satisfactory in all other respects</li> <li>Only very few minor deficiencies. Approach to include verbal advice/agreement and information (Enforcement Officer to record any advice given)</li> <li>Any situation where premises comply with the FSA but where additional measures would reduce the risk category</li> <li>Consider giving business continuity/property protection advice if appropriate</li> </ul>
2	26-35	<p><b>Notification of minor deficiencies</b></p> <ul style="list-style-type: none"> <li>Generally premises risk rating low</li> <li>Several less serious deficiencies but without a previous history. Enforcement Officer has confidence in the overall management of the premises that matters will be adequately addressed</li> </ul>
3	36-45	<p><b>Notification of deficiencies</b></p> <ul style="list-style-type: none"> <li>Generally premises risk rating medium</li> <li>Numerous less serious deficiencies possibly with history of other minor issues</li> <li>Poor management evident and Enforcement Officer has lack of confidence that matters will be adequately addressed</li> <li>History of previous enforcement or informal action</li> </ul>
4	46-55	<p><b>Enforcement Notice</b></p> <ul style="list-style-type: none"> <li>Generally premises risk rating high</li> <li>Poor management with numerous serious contraventions of fire safety legislation</li> <li>Disregard for fire safety issues with bad housekeeping and no risk assessment or records of training or testing</li> <li>Following a fire where greater emphasis is required to address deficiencies</li> <li>History of previous enforcement or informal action</li> </ul>
5	56+	<p><b>**Enforcement Notice</b></p> <ul style="list-style-type: none"> <li>Generally premises risk rating very high</li> <li>Very serious deficiencies that may require structural alterations</li> <li>Requirement for comprehensive major systems</li> <li>Very serious issues such as no AFD system where required</li> </ul> <p><b>'Fast track' and normally a short timescale</b></p>
<p>*Note: There is no requirement to apply the EMM principles for Broadly compliant</p>		<p>**Note: time scale to be set by individual and consider prosecution. Also see guidance below regarding dutyholder and strategic factors.</p>

## Appendix 5 - Floor Area of Premises Being Audied - Factors by FSEC Groups

(Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

FSEC Group	M <sup>2</sup>						
	Extremely Small	Very Small	Small	Medium	Large	Very Large	Extremely Large
	-5	-4	-2	0	2	4	5
Hospitals	< 500	500 to 650	651 to 2000	2001 to 10000	10001 to 50000	50001 to 100000	> 100000
Care Homes	< 200	200 to 350	351 to 640	641 to 1500	1501 to 2500	2501 to 4500	> 4500
Houses in Multiple Occupation	< 30	30 to 80	81 to 300	301 to 700	701 to 2300	2301 to 20000	> 20000
Purpose Built Flats	< 1400	1400 to 3000	3001 to 5000	5001 to 8300	8301 to 10300	10301 to 12600	> 12600
Hostels	< 123	123 to 220	221 to 350	351 to 750	751 to 1900	1901 to 4000	> 4000
Hotels	< 201	201 to 350	351 to 650	651 to 1300	1301 to 3600	3601 to 9500	> 9500
Houses Converted to Flats	< 251	251 to 300	301 to 400	401 to 500	501 to 600	601 to 1000	> 1000
Other Sleeping Accommodation	< 51	51 to 90	91 to 140	141 to 360	361 to 1500	1501 to 4200	> 4200
Further Education	< 331	331 to 560	561 to 2000	2001 to 6000	6001 to 15000	15001 to 32000	> 32000
Public Buildings	< 101	101 to 200	201 to 350	351 to 950	951 to 2700	2701 to 7500	> 7500
Licensed Premises	< 151	151 to 250	251 to 400	401 to 700	701 to 1200	1201 to 2300	> 2300
Schools	< 201	201 to 400	401 to 1000	1001 to 2500	2501 to 6000	6001 to 13000	> 13000
Shops	< 61	61 to 130	131 to 200	201 to 500	501 to 1400	1401 to 6000	> 6000
Other Premises Open to the Public	< 101	101 to 175	176 to 300	301 to 1000	1001 to 3300	3301 to 8000	> 8000
Factories and Warehouses	< 101	101 to 260	261 to 715	716 to 2400	2401 to 7000	7001 to 15000	> 15000
Offices	< 100	100 to 200	201 to 400	401 to 1000	1001 to 2700	2701 to 9400	> 9400
Other Workplaces	< 51	51 to 100	101 to 300	301 to 600	601 to 700	701 to 800	> 800

## Appendix 6 – FSEC Fire Frequency and Log

(Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

<b>FSEC Code</b>	<b>Occupancy type</b>	<b>FSEC Societal Risk Fire Rate per 1,000,000 Buildings</b>	<b>Log</b>
A	Hospitals	588	2.77
B	Care homes	128	2.11
C	HMO	106	2.03
D	Purpose built flats	106	2.03
E	Hostels	167	2.22
F	Hotels	77	1.89
G	Converted flats	106	2.03
H	Other sleeping	34	1.53
J	Further education	11	1.04
K	Public buildings	11	1.04
L	Licensed premises	10	1.00
M	Schools	11	1.04
N	Shops	63	1.80
P	Other public buildings	11	1.04
R	Factories	4	0.60
S	Offices	3	0.48
T	Other workplaces	4	0.60

## Appendix 7 – EMM – Duty Holder Factors

(Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

Table 4 – Duty Holder Factors	
Descriptor	Definition
<b>Does the dutyholder have a history of relevant enforcement action being taken?</b>	
Yes - extensive and relevant	The dutyholder has an enforcement history of significant problems, copious advice and poor enforcement ratings. Enforcement action has been taken against the dutyholder on the same or similar issues, by notices, prosecutions or informal action.
Some	The dutyholder has a history of nominal or piecemeal problems, where non compliance has been related to new duties, rating history is in the average range.
None	The dutyholder has a general enforcement history of good compliance, effective response to advice, consistently high standards and low enforcement rating. No enforcement action against the dutyholder has been issued on the same or similar matters.
<b>Is there a history of operational incidents at the premises?</b>	
Yes - extensive and relevant	There is a history of operational incidents at the premises e.g. fires, large number of false alarms, spillages etc.
Some	Small number of false alarms/minor fire incidents.
None	There is no history of related incidents at the premises e.g. fires, false alarms, spillages etc. or reports of incidents from other agencies.
<b>What is the cause of non compliance?</b>	
Deliberate	The dutyholder knowingly carries out or permits actions that create non compliance.
Omission	The dutyholder, through neglect, creates non compliance.
Inadvertent	Failure to comply is unintentional.
<b>What is the intention of the dutyholder in non compliance (financial)?</b>	
Deliberate	Dutyholder is deliberately avoiding minimum legal requirements for financial gain.
Inadvertent gain	Financial gain is likely to have been made but not intentionally.
None	Failure to comply is not financially motivated and no significant gain is likely to have been made.
<b>What is the level of perceived harm/risk?</b>	
Very significant	A risk so serious as to endanger life in the event of fire may occur as a result of the matter under consideration.
Significant	Possible risk of injury in the event of fire.
Low significance	There is little or no risk of harm.
<b>What is the standard of general conditions?</b>	
Poor	There is a general failure of compliance across a range of issues, including those related to the activities being considered through the EMM.
Reasonable	The majority of issues are adequately addressed, with only minor omissions.
Good	Full compliance across the range of issues with no notable omissions.
<b>What is the attitude of the dutyholder?</b>	
Poor/Hostile	The dutyholder is actively antagonistic or generally uninterested in fire safety. Impossible to establish an effective relationship.
Reasonable	The dutyholder is generally open to discussion and reasoned persuasion and effective communication can be established.
Positive	The dutyholder is generally enthusiastic and proactive towards fire safety, actively seeking advice and pursuing solutions.

## Appendix 8 – EMM - Strategic Factors

(Revised: CFA(S) - Scottish Fire and Rescue Services, Community Safety Function, Fire Safety Audit and Enforcement Guidance. March 2009)

Strategic Factors	
<b>Does the action coincide with the Public Interest?</b>	
Yes	The action results in a net benefit to the wider community in terms of targeting resources on risk and meeting public expectations of the fire authority
No	The action results in a net disadvantage to the wider community in terms of addressing risk, targeting resources on risk and failing to meet public expectations of the fire authority
<b>Are vulnerable groups protected?</b>	
Yes	The action results in control of risk to vulnerable groups
No	The action does not result in control of risk to vulnerable groups
<b>What is the long-term impact of the action?</b>	
Sustained compliance	The action is sufficient to achieve sustained compliance across the range of risks associated with the premises
No long-term impact	The action is insufficient to secure sustained improvements and that problems may be expected at subsequent visits
<b>What is the effect of the action on other Duty Holders?</b>	
Positive effect	Other Duty Holders in the same industry, geographical location or wider business community are deterred from committing similar offences or encouraged to adopt a more favourable view of fire safety requirements. The action taken broadcasts a positive message about fire safety
Negative effect	The course of action undermines both positive Duty Holders perception of the fire authority and the wider appreciation of the standard of fire safety required
<b>What is the initial impact of the action?</b>	
Benchmark achiever	The action secures compliance with the relevant benchmark
Incomplete compliance with the benchmark	The action does not secure full compliance with the benchmark
<b>What is the functional impact of the action?</b>	
Acceptable	There is a net benefit to the employees and others who might be affected. NB -Risk is the overriding concern, and that the wider impact may be a qualifying issue, but is not definitive. E.g. Where the strict application of the law would result in the closure of the premises or unemployment, then all of the ramifications of the action are to be taken into account. The net benefit of the enforcement action in this situation is for the Enforcement Officer to judge
Unacceptable	There is a net disadvantage to employees and others who might be affected, from the action taken. NB - Risk is the overriding concern, and that the wider impact may be a qualifying issue, but is not definitive.
<b>Have the principles and expectations of the enforcement policy been met?</b>	
Yes	The policy has been followed
No	The policy has not been followed